

**Written Scheme of Investigation
for a Desk-based assessment
at land east of Llanrwst Road
Gyffin, Conwy, LL32 8HZ**

Prepared for:

Beech Developments (NW) Ltd on behalf of Adra (Tai) Cyfyngedig

Project No: 3225

June 2025

Contents

1. Introduction.....	2
2. Site Description.....	2
3. Objectives.....	3
4. Methodology	4
5. Resources & Timetable.....	8
6. References.....	9
7. Data Management Plan.....	10

Figures

Figure 1. Proposed site location	17
Figure 2: Location site within 1km applied search area	18

Summary

This Specification details the proposal for an archaeological Desk-Based Assessment associated the proposed residential development of 102no. affordable homes and associated works including new vehicular access from Llanrwst Road, footpath connection to Isgoed, drainage and landscaping works and creation of public open spaces. The site is at land east of Llanrwst Road Gyffin, Conwy, LL32 8HZ. This Written Scheme of Investigation (WSI) has been prepared by Archaeology Wales for Beech Developments (NW) Ltd on behalf of Adra (Tai) Cyfyngedig.

1. Introduction

- 1.1.1. In June 2025, Beech Developments (NW) Ltd on behalf of Adra (Tai) Cyfyngedig (henceforth – the Client) commissioned Archaeology Wales (henceforth – AW) Ltd to carry out an Archaeological Desk-Based Assessment (DBA) associated the proposed residential development of 102no. affordable homes and associated works including new vehicular access from Llanrwst Road, footpath connection to Isgoed, drainage and landscaping works and creation of public open spaces. The site is at land east of Llanrwst Road Gyffin, Conwy, LL32 8HZ – National Grid Reference (NGR) SH 77788 76525 (Figure 1-2). Planning pre-application: DC/ENQ/32353.
- 1.1.2. This WSI has been prepared by Irene Garcia Rovira, AW Project Manager, at the request of Heneb Gwynedd Archaeology Planning Services (henceforth- Heneb GAPS).
- 1.1.3. It provides information on the methodology that will be employed by AW during a Desk-based assessment and site visit associated with the proposed development. The methodology set out in this WSI has been agreed with Heneb GAPS in its capacity as archaeological advisors to the local planning authority.
- 1.1.4. All work will conform to the *Standard and Guidance for Historic Environment*

Desk-Based Assessment (CIIfA 2020) and be undertaken by suitably qualified staff to the highest professional standards. AW is a Registered Organisation with the CIIfA.

2. Site Description

- 2.1.1. The proposed development site is situated to the east of Llanrwst Road (B5106) in Gyffin, Conwy – NGR SH 77788 76525. It occupies four irregularly shaped parcels of land located on the southern edge of Conwy. The site lies within a semi-rural fringe, adjoining residential properties to the north and west and open countryside to the south.
- 2.1.2. The site is in close proximity to the medieval walled town of Conwy, a UNESCO World Heritage Site, and falls just outside the Registered Historic Landscape of Creuddyn and Conwy (HLW (Gw)) (Figure 2).

The underlying geology of the site is defined by the Bettws Mudstone Formation, which was formed during the Silurian Period. Overlying this bedrock, the superficial deposits consist of Devensian Till (Diamicton), which was laid down during the Quaternary Period (BGS 2025).

3. Objectives

- 3.1.1. The primary objective of the DBA will be to assess the potential impact of the proposals on the historic environment by means of a detailed desk-based study and site visit. This will help inform future decision making, design solutions and potential mitigation strategies. The aim will be to make full and effective use of existing information in establishing the archaeological significance of the site, to elucidate the presence or absence of archaeological

material, its character, distribution, extent, condition and relative significance.

3.1.2. The work will include a comprehensive assessment of regional context within which the archaeological evidence rests and will aim to highlight any relevant research issues within national and regional research frameworks.

3.1.3. This DBA will result in a report that will provide information of sufficient detail to allow informed decisions to be made which can safeguard the archaeological resource. The information could then be used to determine further archaeological investigation or appropriate mitigation strategies for any archaeological remains within the area to be implemented. Preservation *in situ* will be advocated where at all possible. Where development or other factors result in loss of archaeological deposits, preservation by record will be recommended.

4. Methodology

4.1. Assessment

4.1.1. The assessment will consider the following:

a) The nature, extent and degree of survival of archaeological sites, structures, deposits and landscapes within the study area. It will involve the following areas of research:

- i. Collation and assessment of all relevant information held in the regional HER within a 1km study area around the proposed development area.
- ii. Collation and assessment of the impact on all Designated archaeological sites (Scheduled Monuments, Listed Buildings, Historic Parks & Gardens, landscapes, Conservation Areas) within 1km study area around the proposed development area.
- iii. Assessment of all available excavation report and archives including

unpublished and unprocessed material affecting the site and its setting.

- iv. Assessment of all extant aerial photographic (AP) evidence. This will include material from the Central Register of Air Photography for Wales, in Cardiff (CRAPW).
- v. Assessment of relevant archive records held at the County Archives, and as appropriate, site files held by RCAHMW
- vi. Records held by the developer e.g. bore logs, geological/geomorphological information, aerial photographs, maps, plans.
- vii. Map regression analysis using all relevant cartographic sources e.g. All editions of the Ordnance Survey County Series, Tithe and early estate maps (as available).
- viii. Place name evidence.
- ix. Internet sourced satellite imagery and Lidar imagery as available.
- x. Assessment of the records held at the Portable Antiquities Scheme.
- xi. Historic documents (e.g. Charters, registers, estate papers).

b) The significance of any remains in their context both regionally and nationally and in light of the findings of the desk-based study.

c) The history of the site, based on the areas of research outlined above.

d) The potential impact of any proposed development on the setting of known sites of archaeological importance (this will constitute a brief assessment).

e) Assessment of the historic landscape in relation to the new woodland creation, including assessing scale and species representation.

f) The potential for further archaeological remains to be present, which have not been identified in pre-existing archaeological records.

g) The potential for further work, with recommendations if appropriate for a suitable investigative and/or mitigation methodology.

4.1.2. The site visit will be a visual walked search of the proposed development area.

The ground surface will be visually inspected for all earthworks, structures and finds. The location of any environmental archaeological deposits, or areas which may have a potential for such deposits, will also be taken into account along with the visible archaeology.

- 4.1.3. All located sites or finds will be accurately fixed by means of GPS. Each individual find or site location will have an accurate NGR reference attached. Where a close cluster of related features is identified a single NGR for the centre of the cluster will be used, and each constituent feature separately described in the text.
- 4.1.4. Digital photographs, including scales, will be taken using cameras with resolutions of 10 mega pixels or above.

4.2. Report

- 4.2.1. The results of the Archaeological Desk-based assessment and site visit will be presented in a report and will be detailed and laid out in such a way that data and supporting text are readily cross-referenced. The report will adhere to the Welsh Archaeological Trust's joint Guidance for the Submission of Data to the Welsh Historic Environment Records (2022). The historical development of the site will be presented in phased maps and plans comprising clearly, the outline of the site.
- 4.2.2. Within the report an attempt will be made to indicate areas of greater or lesser archaeological significance and the sites will be ranked in level of overall archaeological importance (locally, regionally and nationally). The report will include a heritage impact statement, and recommendations will be made for archaeological mitigation.
- 4.2.3. All relevant aerial photographs, re-plots and historic maps will be included and be fully referenced.

4.2.4. The report will specifically include the following:

- a location plan
- all identified sites plotted on an appropriately scaled plan of the proposal site
- a gazetteer of all located sites
- a heritage impact statement and recommendations for archaeological mitigation

4.2.5. Copies of the report will be sent to the clients and to the region HER. Digital copies will be provided in pdf format.

4.3. The Site Archive

4.3.1. A project archive will be prepared in accordance with the National Monuments Record (Wales) agreed structure and be deposited with the National Monuments Records, held and maintained by the RCAHMW, Aberystwyth, on completion of the report. It will also conform to the guidelines set out in 'The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017' (National Panel for Archaeological Archives in Wales 2017).

4.3.2. Although there may be a period during which client confidentiality will need to be maintained, the report and the archive will be deposited not later than six months after completion of the work.

4.3.3. Other significant digital data generated by the survey (i.e. AP plots, EDM surveys, CAD drawings, GIS maps, etc) will be presented as part of the archive. The format of this presented data will be agreed with the curator in advance of its preparation.

5. Resources & Timetable

5.1. Standards

- 5.1.1. The DBA will be undertaken by AW staff using current best practice. All work will be undertaken to the standards and guidelines of the CIIfA.

5.2. Staff

- 5.2.1. The desk-based assessment will be conducted by Pete Clarke MSc.
- 5.2.2. The overall management of the project will be led by Irene Garcia Rovira, Project Manager at AW (MCIfA), ensuring a thorough and expertly coordinated approach.

5.3. Timetable of archaeological works

- 5.3.1. The work will be undertaken at the convenience of the clients and is likely to commence imminently.

5.4. Insurance

- 5.4.1. 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.

5.5. Arbitration

- 5.5.1. 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.

5.6. Health and safety

- 5.6.1. All members of staff will adhere to the requirements of the *Health & Safety at Work Act*, 1974, and the Health and Safety Policy Statement of AW.

6. References

Chartered Institute for Archaeologists, 2020. *Standards and guidance for the creation, compilation, transfer and deposition of archaeological archives*.

Chartered Institute for Archaeologists, 2020. *Standards and guidance for the collection, documentation, conservation and research of archaeological materials*.

Chartered Institute for Archaeologists, 2020. *Standards and guidance for historic environment desk-based assessment*.

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

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

7. Data Management Plan

Section 1: Project Administration

Project ID
Project number: 3225 Site code: GC/25/DBA
Project Name
Gyffin, Conwy
Project Description
Archaeological Desk-Based Assessment associated the proposed residential development of 102 no. affordable homes and associated works including new vehicular access from Llanrwst Road, footpath connection to Isgoed, drainage and landscaping works and creation of public open spaces. The site is at land east of Llanrwst Road Gyffin, Conwy, LL32 8HZ.
Project Funder / Grant reference
Beech Developments (NW) Ltd on behalf of Adra (Tai) Cyfyngedig
Project Manager
Irene Garcia Rovira irene@arch-wales.co.uk
Principal Investigator / Researcher
Irene Garcia Rovira irene@arch-wales.co.uk
Data Contact Person
Rhiannon Philp Rhiannon.philp@arch-wales.co.uk
Date DMP created
23.6.25
Date DMP last updated

23.6.25
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?															
<p>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.</p> <table border="1"><thead><tr><th>Type</th><th>Format</th><th>Estimated volume (Data Archived)</th></tr></thead><tbody><tr><td>Spreadsheets</td><td>Excel (.xlsx)</td><td>TBC</td></tr><tr><td>Text/documents</td><td>Word (.docx) PDF (.pdf and .pdf/a)</td><td>TBC</td></tr><tr><td>Images</td><td>Photographs (.jpg) Scanned drawings (.pdf)</td><td>TBC</td></tr><tr><td>GIS</td><td>Shapefiles (.shp plus associated files)</td><td>TBC</td></tr></tbody></table>	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
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?															

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 (see Garcia Rovira 2024) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIIfA 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:

Standard and Guidance for Historic Environment Desk-Based Assessment, CiFA 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, Clients, Museum, RCAHMW).
- Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.
- The project will be published as an online technical report (accessible via RCAHMW and as part of this the archive), with full access to research data.
- The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.
- Deselection will be undertaken automatically on any duplicate or unusable files, such as blurry or superfluous photographs.

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

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

- The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.

Have you contacted the data repository?

- RCAHMW have been contacted as the intended repository for digital data.

Have the costs of archiving been fully considered?

- A costing estimate has been produced to allow for the preparation of the archive and has been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?

- The museum and digital archive repository, and will be updated as the project progresses.
 - The investigations are likely to result in a number of documents: desk-based assessment
- The final report is expected to be completed within 1 months of the completion of fieldwork.
- A final version of the project report will be supplied to the Historic Environment Record, and any data which they request can also be provided directly.
- The location (s) of the final Archaeological Archive will be included in the final report

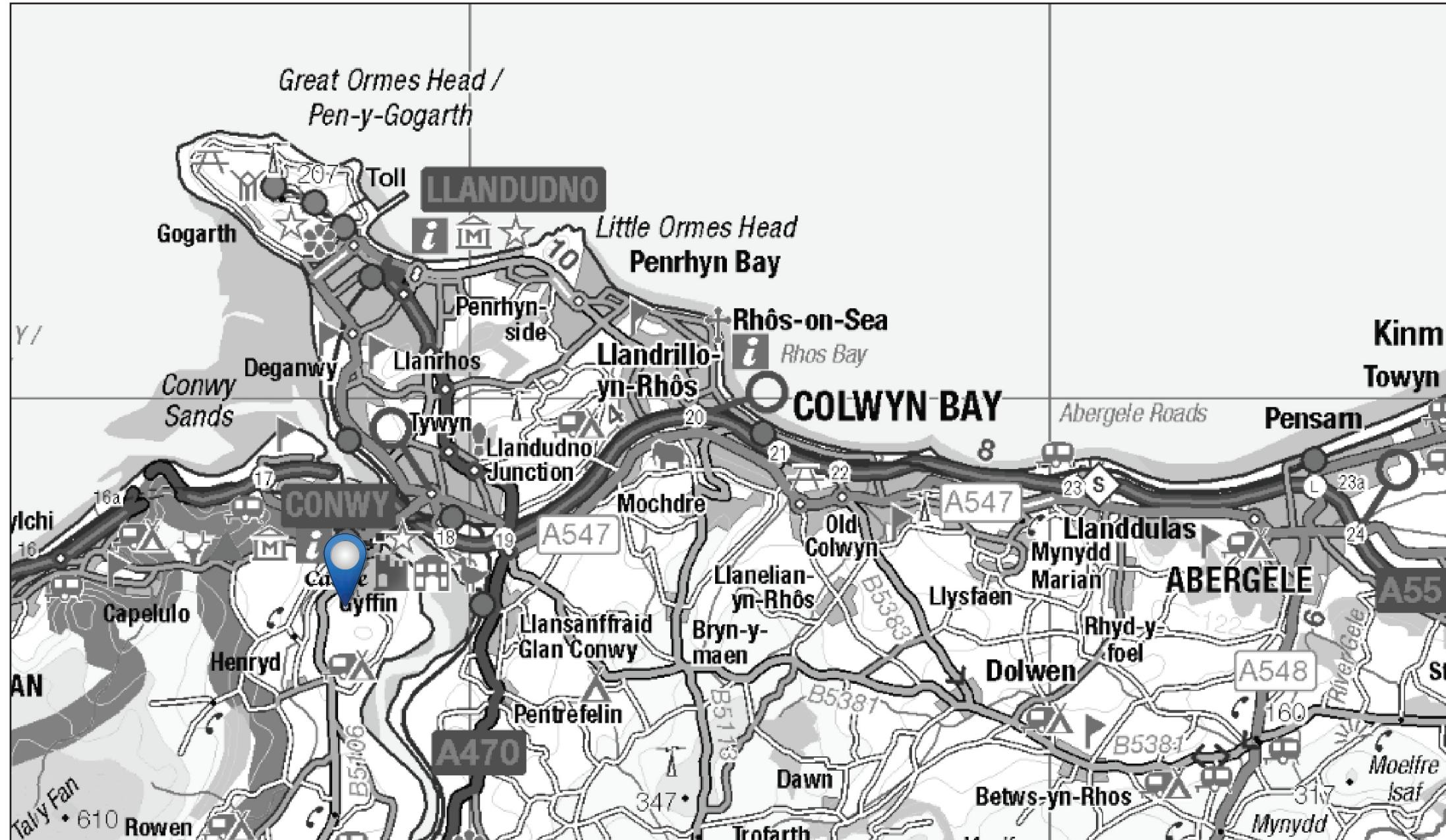
Are any restrictions on data sharing required?

- A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.
- Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

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



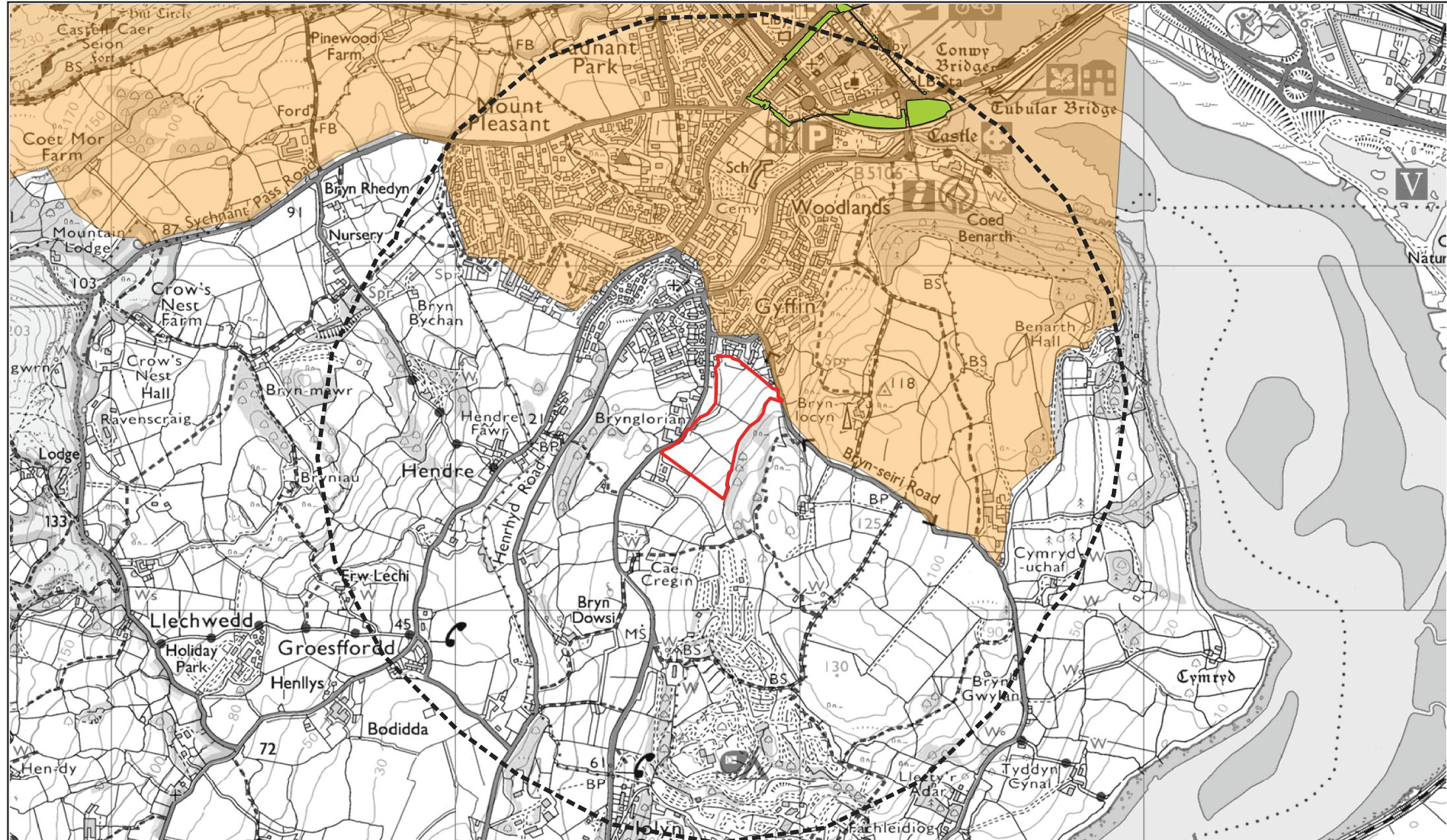


Figure 2. Proposed site within 1km applied search area.

Site boundary

Applied search area

Registered Historic Landscape

World Heritage Site

0 250 500 m



ARCHAEOLOGY WALES