



City and County of Swansea

Notice of Meeting

You are invited to attend a Special Meeting of the

West Glamorgan Archives Committee

At: Multi-Location Meeting - Gloucester Room, Guildhall / MS Teams
On: Friday, 30 September 2022
Time: 10.00 am
Chair: Louise Fleet

Watch Online: <https://bit.ly/3qHOsV2>

Agenda

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1 Election of Vice Chairs for the Municipal Year 2022-2023.	
2 Apologies for Absence.	
3 Disclosures of Personal and Prejudicial Interests. www.swansea.gov.uk/disclosuresofinterests	
4 Minutes. To approve & sign the Minutes of the previous meeting(s) as a correct record.	1 - 4
5 Report of the County Archivist.	5 - 11

Next Meeting: Friday, 16 December 2022 at 10.00 am

Huw Evans
Head of Democratic Services
Thursday, 22 September 2022

Contact: Gareth Borsden - 01792 636824

West Glamorgan Archives Committee Membership

Louise Fleet (Chair)	H M Lord Lieutenant
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City and County Of Swansea

Peter Black CBE	Jess Pritchard
Lyndon Jones MBE	Robert Smith
Elliott King	

Neath Port Talbot County Borough Council

Wayne Carpenter	Rhidian Mizen
Jeremy Hurley	Susanne Renkes
Nia Jenkins	

Members of Associated Organisations

Sarah Perons	Diocese of Llandaff
Andrew Dulley	Diocese of Swansea & Brecon
Dr Louise Miskell	Swansea University
Janet Watkins	Neath Antiquarian Society

Officers:

City and County of Swansea Council

Tracey McNulty	Head of Cultural Services
Kim Collis	County Archivist
Gareth Borsden	Democratic Services

Neath Port Talbot County Borough Council

Craig Griffiths	Head of Legal
Wayne John	County Librarian

Agenda Item 4



City and County of Swansea

Minutes of the **West Glamorgan Archives Committee**

Remotely via Microsoft Teams

Friday, 22 July 2022 at 10.00 am

Present: Louise Fleet (Chair) Presided

Councillor(s) - Swansea

P M Black
E J King

L R Jones

J E Pritchard

Councillor(s) – Neath Port Talbot

J Hurley
N Jenkins

R Mizen

S Renkes

Associated Organisations

Louise Miskell
Sarah Perons

Swansea University
Diocese of Llandaff

Officer(s)

Gareth Borsden
Kim Collis
Craig Griffiths
Wayne John
Tracey McNulty
Geoff Bacon

Democratic Services Officer
County Archivist
Head of Legal - NPT
County Librarian - NPT
Head of Cultural Services
Head of Property Services

Apologies for Absence

Councillors W Carpenter and R V Smith & A Dulley and J Watkins

1 Welcome.

The Chair welcomed the new Councillors from both Swansea and Neath Port Talbot to their first meeting of the joint committee.

2 Disclosures of Personal and Prejudicial Interests.

In accordance with the Code of Conduct adopted by both Authorities, no interests were declared.

3 Minutes.

Resolved that the Minutes of the West Glamorgan Archives Committee meeting held on 11 March 2022 be approved as a correct record.

4 Report of the County Archivist.

The County Archivist presented a report which outlined the work of the Joint Archive Service during the period March – May 2022.

Neath Service Point Reopening

He outlined that the service point based in the Mechanic Institute in Neath had reopened on Monday 25th April allowing public access to the collections held there.

The Neath Antiquarian Society were also providing a services to the public on Thursday morning via their volunteers.

He outlined that since reopening there had been a problem with the internet access at the institute due to a faulty broadband connection. He indicated that this will hopefully be fixed shortly by a change of suppliers.

Use of the Service

He reported on the figures relating the use of the service via its various platforms both in person and online.

National Broadcast Archive

He reported that the Family History Centre in Swansea Civic Centre will shortly become one of the first locations for a 'Clip Corner' which is an access point for the archives of several Welsh TV companies via a National Library of Wales project.

A small area of the Centre has been cleared and redecorated ready for a rebranding as a facility for viewing archive TV footage from the BBC, ITV and S4C.

Following questions and queries from Members, he indicated he would investigate the possibility of the 'Clip Corner' being used for special one-off showings in local communities and would report back to the next meeting.

Relocation of the Archives

He outlined that a decision in principle to relocate the Archive Service to the City Centre Hub was taken by Swansea Council's Cabinet in December last year, however Neath Port Talbot Council has yet to formally approve the proposed transfer of its archives.

The City Centre Hub project has passed RIBA Stage 3, which relates to spatial co-ordination within the building. He displayed a detailed floorplan showing the archive searchroom on the first floor and the archive strongroom on the second (top) floor,

the latter connected to the former by a document lift. The new searchroom has seating for ten people at document tables, including one for oversized documents/maps and three seated at PC desks and one using a microfilm reader.

The RIBA Stage 4 which is the next phase relates to technical design, but a number of challenges remain as to how the archive strongroom will maintain environmental stability in accordance with BS 4971 in particular with the temperature stability of the new facility which has to achieve an annual average of 18 degrees, within a 13-23 degree parameter. An appropriate protocol for the movement and transfer of oversized documents from the strongroom to the public area also needs to be developed and agreed.

He then outlined the proposed new facilities size and comparison to other Archives Services facilities across Wales.

He outlined he would be happy to arrange a visit to the current strongroom at the civic centre in Swansea for new members of the Committee and would contact them after the meeting to do this.

Geoff Bacon and Tracey McNulty then outlined and referred to the amount of consultation and discussion that has gone on to get the project to its current point.

They outlined and detailed the wider benefits of the scheme which would add to the revitalisation ambitions of Swansea Council for the city centre. As well as accommodating the Archives, the vision for the new Hub is of a multiple-use facility including a library as well a range of other Council departments and services and other partner organisations as well. The potential for the building to be used seven days a week was discussed.

External funding from Welsh Government towards the project was outlined as around one third, with the remainder coming from Swansea Council capital funding.

Members discussed the potential for extension of opening hours, greater online availability of records and improved liaison with the Library Service. The building could raise the profile of the Service due to its closer links and the fact that more people would be visiting the new building. The issue of increasing staffing levels to meet the required extended opening hours was also raised and discussed.

The need for the archive strongroom to achieve the environmental parameters of BS4971 was discussed. Geoff Bacon indicated that the archive collection would not be moved from the Civic Centre until it was established that the strongroom met BS4971, conformity with which was a prerequisite of Accreditation.

Craig Griffiths outlined that the intention was that a report would be presented to Neath Port Talbot Members in September outlining the proposals and the implications for their Authority of the proposed relocation going forward.

Members of the Committee then discussed at length the matters and issues raised during the presentation and report and asked various questions and sought clarity on certain issues, the Officers responded accordingly.

Members also requested that an additional informal briefing session be arranged prior to the next meeting of the Joint Committee, so that any areas needing clarity and further information can be discussed and reported.

Outreach and Educational Activity

The County Archivist outlined that there had been no outreach work other than the regular social media posts or activity with schools during the quarter.

Accessions of Archive Collections

He detailed on the archives received by the Service during the quarter.

The meeting ended at 11.30 am

Chair

Agenda Item 5

City And County of Swansea
Dinas A Sir Abertawe

and

Neath Port Talbot County Borough Council
Cyngor Bwrdeistref Sirol Castell-Nedd Port Talbot

Report of the County Archivist
West Glamorgan Archives Committee
30 September 2022

The purpose of this report is to
outline the work of the
Archive Service during the period
June to August 2022

1. Use of the Service

Statistics for June to August 2022

The number of members of public using the Service on-site, June to August 2022, was **408** and the total number reached by the Service on and off-site was **408**.

Number of on-site visits at Swansea, Neath and Port Talbot 408 (153) (figures in brackets represent the same quarter last year), comprising:

Swansea	384	(153)
Neath	24	(0)
Port Talbot	0	(0)
Group visits	0	(0)
Number in audiences for off-site visits	0	(0)
Number of pupils reached by the Education Service	0	(0)
Numbers reached at special events	0	(0)
Total numbers reached on and off-site	###	(153)
Number of documents issued in Swansea	1,023	(1,146)
Number of documents issued in Neath	29	(0)
Number of post and email enquiries dealt with	562	(664)
Number of hits to the Archive Service website	2,178	(5,384)
Number of hits to the online catalogue	20	(76)
Number of hits to WGAS catalogues on Archives Hub	20,893	(n/a)
Number of hits to NAS catalogues on Archives Hub	990	(n/a)
Number of page views on Ancestry	86,300	(135,858)

2. National Broadcast Archive

Subsequent to last quarter's report which envisaged an opening in September, work on the Clip Corner has been delayed until October at the request of the National Library of Wales, which is encountering problems with finishing the computer terminals which will be installed in the dedicated space. It is hoped that an optional demonstration of the Clip Corner can be included following the next meeting of the Committee.

3. Outreach and educational activity

Outreach work during the quarter has been confined to regular social media posts including archive material marking national anniversaries such as the late Queen's Platinum Jubilee in June.

The Archive Service's annual report was published online in early June at <https://www.swansea.gov.uk/article/6226/Annual-Report-of-the-County-Archivist>. The report contains an overview of the year's statistics and activities and a number of local history articles: '*Edward le Despenser's Charter to Margam Abbey, 1358*' by Andrew Dulley; '*The Derek Gabriel photograph collection: the changing face of a town and city*' by Katie Millien; '*Swansea County Borough Land Use Survey, 1949-1977*' by Emma Laycock; '*Cyril George Cupid and the creation of Cupid Way*' by Charles Wilson-Watkins; '*The murder stone at Cadoxton*' by Martyn Griffiths and '*Sky high above Mawr*' by Ioan Richard.

The Archive Service has joined in an all-Wales bid for funds from the Anti-racist Wales Culture Heritage and Sport Fund, a bid which consists of three potential workstreams. One of these workstreams is the digitisation and web-mounting of archival material relating to Wales' links to the historic transatlantic slave trade (a topic which has been discussed in several previous meetings of this Committee). A second strand of the bid would see a filtering of Wales' archive catalogues to identify problematic race-related terminology which some may find outdated or offensive.

4. Professional meetings and training

Archives staff have attended a number of professional working groups during the quarter as follows:

Archives and Records Council Wales
National Broadcast Archive Project Team
Rich History Advisory Group
The World Re-imagined Heritage Stream
Welsh digitisation project team

5. Relocation of the archives

The last meeting of the Committee was held relatively late and hence (together with the August holiday period) there is not a significant advance in planning for the City Centre Hub, which at time of writing is yet to start on RIBA Stage 4. RIBA Stage 4 relates to technical design, and a number of challenges remain as to how the archive strongroom will maintain environmental stability in accordance with BS 4971.

A member of staff of the National Conservation Service attended the archives to advise on preparations for transfer of the collection. She commented that the Service was well advanced in its preparation works and on the right track. The Service will continue to liaise with the NCS to prepare a plan for the safe transfer of the collections between the two locations.

The relocation of the archives was amongst the subjects addressed by Swansea Council's Scrutiny Panel on 16th August.

As recorded in the minutes of the March meeting, neither Swansea Council nor our supervising agencies (Welsh Government and The National Archives) consider that the move of the archive collections to the City Centre Hub is an ideal solution for the archives, both in terms of the limited public space available for archive users dictated by a multi-use building and the design of the archive storage area, which is unconventional and may not achieve BS4971.

It is for this reason that both the Council and Welsh Government considered it advisable for a feasibility study to take place for an alternative solution for the archives and it was agreed last December to seek external funding to investigate the feasibility of a more sustainable long-term solution to the needs of the collections in the form of a dedicated archive facility which could also encompass other archive collections in the city at present in need of being made more publicly available.

Such a move would free the City Centre Hub from its dual role as a heritage store for archives and museum artefacts and as a multi-purpose drop-in centre providing a range of high quality wrap-around services to the local community, the latter role being the one which the building is more suited to perform.

Especially if attached to a proposed extension to Swansea Museum, such an archive facility could be a cultural attraction of benefit to the sector more widely, adding to the visitor footfall and tourist appeal of the city's Museum quarter. Being less constricted in its public space, it could also be more in keeping with the size of population served by the Archive Service.

A maximum sum of £50K was made available to the Council to carry out the feasibility study on the basis that 30% of the total funding would come from the local authority. Further discussion of this feasibility study will take place in the meeting but **members are requested to approve the use of archives reserves to a maximum of £25K to provide match funding for this study.**

6. Accessions of archive collections

A comprehensive list of archives received during the period June to August 2022 is attached at Appendix 1.

Contact Officer: Kim Collis, County Archivist
Tel: 01792 636760
Email: kim.collis@swansea.gov.uk

ACCESSIONS OF ARCHIVES
June-August 2022

<i>Creator/originator</i>	<i>Description</i>	<i>Dates</i>	<i>Extent</i>	<i>Reference number</i>
Private donation	Diaries of Florence M Leaver, 1887-1901; correspondence between Iris E Mead and Tom Crocker, 1943-1945; Scrapbook belonging to Peggy Mead containing newspaper cuttings relating to parliament, 1937-1952; Passport of Norman V Leaver, 1937	1887-1952	6 vols; 2 bundles	D/D Z 1134/1-8
Private donation	County Borough of Swansea Police. Reunion at Morriston Golf Club	20 May 2022	1 booklet	
Private donation	Correspondence related to Tin and Steel works in West Glamorgan	1927-1952	4 papers	
Swansea and Neath Port Talbot Coroner	Inquest and non-inquest cases	2005	9 linear metres	
Arthur Rees Collection	Additional items from the Arthur Rees Collection	1811-1978	1 box	
Private donation	Photographs of Swansea Schools' Association League, 1956-1958; photographs of a wedding, n.d.; items relating to Cleavdon College and a Miss McLeod, 1950s; Tenants Handbook, n.d.; deeds relating to various properties, 1866-1950s	1866-1980s	1 bundle	
Old Dy'vorians	'The Dy'vorian' - magazine for former pupils and teachers of Dynevor School, Swansea	2020-2021	4 booklets	
Private donation	Photographs of Loughor, Gowerton and Gorseinon	20th-21st cent.	1 bundle	
Private donation	Union cards of Gilbert H. Jones of Swansea from apprenticeship to retirement	1944-1996	1 bundle	

Creator/originator	Description	Dates	Extent	Reference number
Private deposit	Bishopston and Murton Roll of Honour, 1st and 2nd World war commissioned and paid for by Graham Jones, Bishopswood Farm, Bishopston	1914-1945	1 roll	
Neath Town Council	Minutes and reports	2001-2019	10 boxes	
Private donation	Article entitled "John Charles Williams (1876-1936): Kidwelly born American Industrial Magnate and Philanthropist" by Michael Williams	2022	1 bundle	
Glamorgan County Council	Annual reports of the Medical Officer of Health and Principal School Medical Officer	1953-1970	11 vols	GCC/HE 1/1-11
Private donation	Carmel Aberavon by Allen Bleddyn. Translated by Peter Williams	2021	1 vol	Add to Searchroom Library
Private donation	Reminiscences of Mrs Joan M. Broome (nee Griffiths) of Neath	2022	1 bundle	
The Gower Festival	Papers relating to the Gower Festival	1974-2022	1 small box	
City and County of Swansea, Commons Registration	Swansea Commons Register Maps; Neath Port Talbot Commons Register Maps	c. 1965-2011	1 large volumes; 1 bundle	
Private Deposit	Papers relating to the Swansea artist Mike Jones including posters, programmes, leaflets; papers relating to the artist Lynnford Jones; photograph of crash site of Wellington Bomber on hill side in the Swansea Valley	late 20th early 21st cent	1 folder	
Private deposit	Papers relating to Brian Simpson, ex-president of RISW including concert programmes, newspaper cuttings and ship brokers certificate	c. 20th century	1 bundle	
Ilston parish	Minutes of the West Gower Ruridecanal Conference and of Ilston PCC	1990s-2010s	1 bag	

Creator/originator	Description	Dates	Extent	Reference number
Royston Kneath collection	Bundle of deeds relating to a house at Hunts Bay, Pennard, and a house in Mirador Crescent, Swansea, 1867-1941, and medieval deed relating to properties in Patribourne, Kent, dated 20 Oct. 1529.	1529-1941	1 envelope, 1 folder	
Private donation	Photograph of all the staff and students of Swansea Training College	1929	1 photograph	
Private donation	Photographs of railway and viaduct construction at Gwaun-Cae-Gurwen, and engraving of Swansea Harbour	19th cent.-early 20th cent.	3 items	
Windsor Williams Revell & Co., solicitors	Deeds and documents relating to the estate of the Cuthbertson and Windsor Williams families, mostly in the Neath and Aberdare areas	19th-20th century	1 bag	
Windsor Williams Revell & Co., solicitors	Deeds and documents relating to the estate of the Cuthbertson and Windsor Williams families, mostly in the Neath and Aberdare areas	19th and 20th cent.	1 bundle	
Windsor Williams Revell & Co., solicitors	Grants of probate of the wills of Howel Cuthbertson, Thomas Dawkin Windsor Williams and Huw Dawkin Windsor-Williams	1921-2004	1 bundle	
Royston Kneath Collection	Photograph album from Ynys y Pant Children's Home	1950s	1 vol.	
Swansea Central Library	Welsh Speaking Population census reports	1951-1961	2 vols	
Royal Institution of South Wales	RISW Newsletter, Summer 2022; RISW Programme of events, 2022-2023	2022-2023	2 booklets	
Swansea Labour Left	Swansea Labour Left minutes, reports, newsletters; also includes papers relating to Labour Co-ordinating Committee	1982-2012	2 small boxes	
Neath Port Talbot Coroner	Daily record book	2007-2009	1 vol.	

Creator/originator	Description	Dates	Extent	Reference number
Private donation	Pre-registration title deeds relating to 29 Walter Road, Swansea.	1872-1962	1 bundle	
Private donation	The Dy'vorian School Magazine	Summer 2022	1 vol.	
The Derek Gabriel Collection	Photographs of Spring Terrace and other Swansea street scenes.	1950s-1980s	22 photographs	
Swansea Rural District Council	Report on the application for conversion into an urban district, by Edward Harris	1929	1 vol.	
Swansea Library Collection	West Glamorgan Structure Plans and Minerals Local Plan, mid 1990s; Swansea Enterprise Park Reports, 1982-1990; South Wales Docks statements of trade, 1957-1972	1957-mid 1990s	18 vols.	
Private deposit	Parliamentary election notice relating to David Llewellyn Mort, Swansea East	25th October 1951	1 item	
Private donation	Pre-registration title deeds relating to property at King's Lane, The Strand, Swansea	1839-1885	1 bundle	