



**Written Scheme of Historic
Environment Mitigation**

Watching Brief


**Willow Mead
Wellfield Road
Marshfield
CF3 2UB**

LPA Planning Ref: 24/0671



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Report Information

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Client	Mr D Latcham		
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1. Summary

Mr D Latcham has commissioned Cardiff Archaeology to provide a programme of archaeological work for the addition of a single storey wrap around extension at Willow Mead, Wellfield Road, Marshfield, CF3 2UB.

As part of the programme of works a Written Scheme of Historic Environment Mitigation for a Watching Brief is a requirement of planning consent from Newport City Council: Condition 02 of 24/0671.

A methodology and mitigation strategy for the watching brief is therefore proposed by Cardiff Archaeology in the contexts of site location and nature of groundworks, together with information about the archaeological contractor. The archaeological background of the site and potential impact of groundwork activities on the archaeological resource are described with procedures for analysis of results, reporting, publication and archive deposition information also included.

This proposed Written Scheme of Historic Environment Mitigation (WSHEM/828/24) has been produced by Cardiff Archaeology to be submitted by the client for approval from Newport City Council, as advised by Heneb/Glamorgan Gwent Archaeology, prior to undertaking the watching brief.

1. Crynodeb

Mae Mr D Latcham wedi comisiynu Cardiff Archaeology i ddarparu rhaglen o waith archeolegol ar gyfer ychwanegu estyniad cofleidiol unllawr yn Willow Mead, Wellfield Road, Marshfield, CF3 2UB.

Fel rhan o'r rhaglen waith mae Cynllun Lliniaru Ysgrifenedig yr Amgylchedd Hanesyddol ar gyfer Briff Gwyllo yn ofynnol ar gyfer caniatâd cynllunio gan Gyngor Dinas Casnewydd: Amod 02 o 24/0671.

Felly mae Archeoleg Caerdydd yn cynnig methodoleg a strategaeth liniaru ar gyfer y briff gwyllo yng nghydestun lleoliad y safle a natur y gwaith daear, ynghyd â gwybodaeth am y contractwr archeolegol. Disgrifir cefndir archeolegol y safle ac effaith bosibl gweithgareddau gwaith tir ar yr adnodd archeolegol gyda gweithdrefnau ar gyfer dadansoddi canlyniadau, adrodd, cyhoeddi a gwybodaeth adneuo archif hefyd yn gynwysedig.

Mae'r Cynllun Lliniaru Amgylchedd Hanesyddol arfaethedig hwn (WSHEM/828/24) wedi'i gynhyrchu gan Archeoleg Caerdydd i'w gyflwyno gan y cleient i'w gymeradwyo gan Gyngor Dinas Casnewydd, yn unol â chynghor Heneb/Archeoleg Morgannwg Gwent, cyn ymgymryd â'r briff gwyllo.

2. Introduction

2.1 In order to mitigate any impact on the archaeological resource of the site during development activities for the addition of a single storey wrap around extension at Willow Mead, a Watching Brief has been advised by Heneb/ Glamorgan Gwent Archaeology¹ to Newport City Council for planning consent.

2.2 Mr D Latcham has therefore commissioned Cardiff Archaeology to produce a Written Scheme of Historic Environment Mitigation for a Watching Brief (Cardiff Archaeology Ref: WSHEM/828/24) as part of a programme of archaeological work in order to fully comply with planning consent attached to the development (Newport City Council Planning Reference 24/0671 Condition 02)². This will be submitted by Mr Latcham to Newport City Council³ for approval prior to Cardiff Archaeology undertaking the watching brief.

2.3 Groundworks associated with the extension of the building will be the subject of a Watching Brief in order to record and report on any archaeological features and artefacts discovered during the works. Further details to be found in 4. The Site and in 8. Method & Mitigation Strategy.

2.4 Written Scheme of Historic Environment Mitigation WSHEM/828/24 details strategies for a site Watching Brief during groundworks for the building extension. It contains site location and development information, an archaeological and historical background of the site, and analysis of the potential impact of development activities on the archaeological resource. Mitigation measures to protect the archaeological resource of the site include a methodology for archaeological monitoring and recording during the works, results analysis and reporting, publication and archiving processes. A site specific Risk Assessment is also included.

2.5 The proposed programme of archaeological work will comply with the requirements of Heneb, the relevant archaeological trust and the relevant planning authority. This is to ensure that archaeological operations are undertaken to a professional standard as specified by the Chartered Institute for Archaeologists (CIfA)⁴.

2.6 The proposed programme of archaeological work will also fulfil the conditions of Welsh Government's *Planning Policy Wales 2024 (Edition 12) Chapter 6 Conserving The Historic Environment and Technical Advice Note 24 (TAN 24) The Historic Environment* and ensure compliance with Policy MD8 of Newport City Council's Local Development Plan.

2.7 This Archaeological Written Scheme of Historic Environment Mitigation WSHEM/828/24 has been produced by Accredited Practitioner Jim Stewart-Turner (PCIfA 2073) of the Chartered Institute for Archaeologists; with assistance from Accredited Associate Member Jane Stewart-Turner (ACIfA 6137) following Standards and guidance for Watching Briefs (2014) issued by the Chartered institute for Archaeologists and following guidance issued by Planning Services and Glamorgan Gwent Archaeology. It has been undertaken using appropriate methods and practices which comply with the *Code of conduct, Code of approved practice for the regulation of contractual arrangements in field archaeology*, and other relevant by-laws of the CIfA.

¹ **Glamorgan Gwent Archaeology:** Sa12 Business Centre, Seaway Parade Industrial Estate, Baglan, Port Talbot SA12 7BR Tel: 01792 655208 Email: enquiries@ggat.org.uk

² **Condition 02** No development shall take place until the applicant, or their agents or successors in title, has secured agreement for a written scheme of historic environment mitigation which has been submitted by the applicant and approved by the local planning authority. Thereafter, the programme of work will be fully carried out in accordance with the requirements and standards of the written scheme. Reason: To identify and record any features of archaeological interest discovered during the works, in order to mitigate the impact of the works on the archaeological resource.

³ **Newport City Council, Civic centre, Newport, NP20 4UR**
Tel: 01633 656 656 Email: info@newport.gov.uk

⁴ **CIfA:** Power Steele Building, Wessex Hall, Whiteknights Road, Early, Reading RG6 6DE Tel: 0118 966 2841 Email: admin@archaeologists.net

3. Project Aims

3.1 To provide the client with a professional Written Scheme of Historic Environment Mitigation for a Watching Brief, to submit for approval to Newport City Council to mitigate the planning condition attached to Planning Application 24/0671 Condition 02, and fulfil the requirements of Heneb/Glamorgan Gwent Archaeology.

3.2 To undertake an archaeological Watching Brief, during development works at the site to meet CIfA guidelines and current professional archaeological standards.

3.3 To fulfil the requirements of Newport City Council and Glamorgan Gwent Archaeology to carry out the archaeological works during development of the site and provide a full report on the findings and an archive index for submission to the regional Historic Environment Record.

3.4 To produce a stable, ordered and accessible archive as specified in CIfA Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives (October 2009).

3.5 To ensure that the project archive is deposited with an accredited museum such as National Museum Wales⁵, and in the case of a documentary archive only, with the National Monument Record of Wales, Aberystwyth⁶.

3.6 To publish the results of the Watching Brief in regional and national archaeological journals and publications, as appropriate.

4. The Site

4.1 Development (Figs. 9 & 10)

Development works at the site will consist of the construction of a new single storey wrap around extension with new dormer roof, the existing walled access to be widened by approximately 1.5m. It is considered that archaeological mitigation will be required for the development. The application area is located within the Archaeologically Sensitive Area of the Levels and just outside the boundary of the Registered Historic Landscape of the Gwent Levels (HLW (Gt)) and within the Historic Landscape Character Area of Marshfield (HLCA 020).

4.2 Location (Figs. 1-4)

Marshfield (Welsh: Maerun) is a village and community of Newport, Wales. It sits approximately 5 miles (8 km) southwest of Newport, and 7 miles (11 km) northeast of Cardiff. The ward is bounded by Cardiff to the southwest, Caerphilly to the northwest, the Bristol Channel to the south, the mouth of the River Usk to the east, Graig ward to the north, and Tredegar Park and Gaer wards to the northeast. The community is bound by the city boundary to the west, the A48(M) to the north and Great Western Main Line to the south. The eastern boundary with Coedkernew is formed by the Nant y Selsig ("sausage brook"). The area forms a green belt between the cities of Cardiff and Newport.

4.3 Ordnance Survey National Grid Reference

The OS NGR of the site is: ST 26151 81787

What3Words: reporting.looks.speeds

4.4 Geology

Superficial Geology: Till, Devensian - Diamicton. Sedimentary superficial deposit formed between 116 and 11.8 thousand years ago during the Quaternary period.

Bedrock Geology: St Maughans Formation - Argillaceous rocks and sandstone, interbedded. Sedimentary bedrock formed between 419.2 and 393.3 million years ago during the Devonian period.

4.5 Topography & Ordnance Datum

The site is located in the low lying coastal plain of the Newport Levels, at approximately 8 m OD above sea level, 2 km NW of the South Wales coast and Bristol Channel. The area is largely rural with hamlets and villages, with some remaining industrial sites. The area has rich pasture and became an important dairy producing area for Cardiff and Newport

⁵ **National Museum of Wales**

National Museum Cardiff, Cathays Park, Cardiff, CF10 3NP.☎: (029) 2039 7951

⁶ **The Royal Commission on the Ancient and Historical Monuments of Wales**

Library and Enquiries Service, National Monuments Record of Wales, Plas Crug, Aberystwyth, SY23 1NJ.☎: +44(0)1970 621200✉
nmr.wales@rcahmw.gov.uk www.rcahmw.gov.uk/coflein

5. Maps & Plans

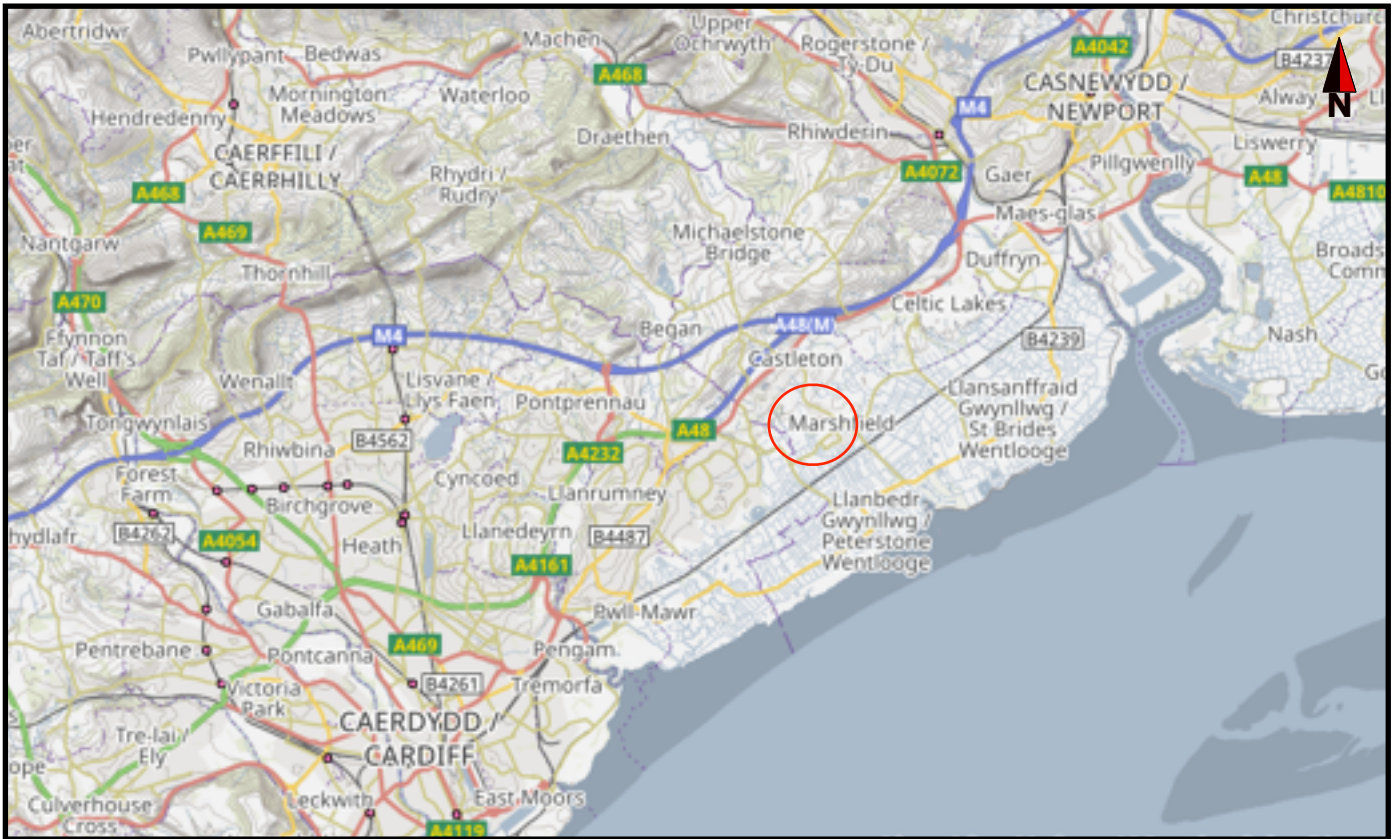


Figure 1

Site Location 1: Marshfield

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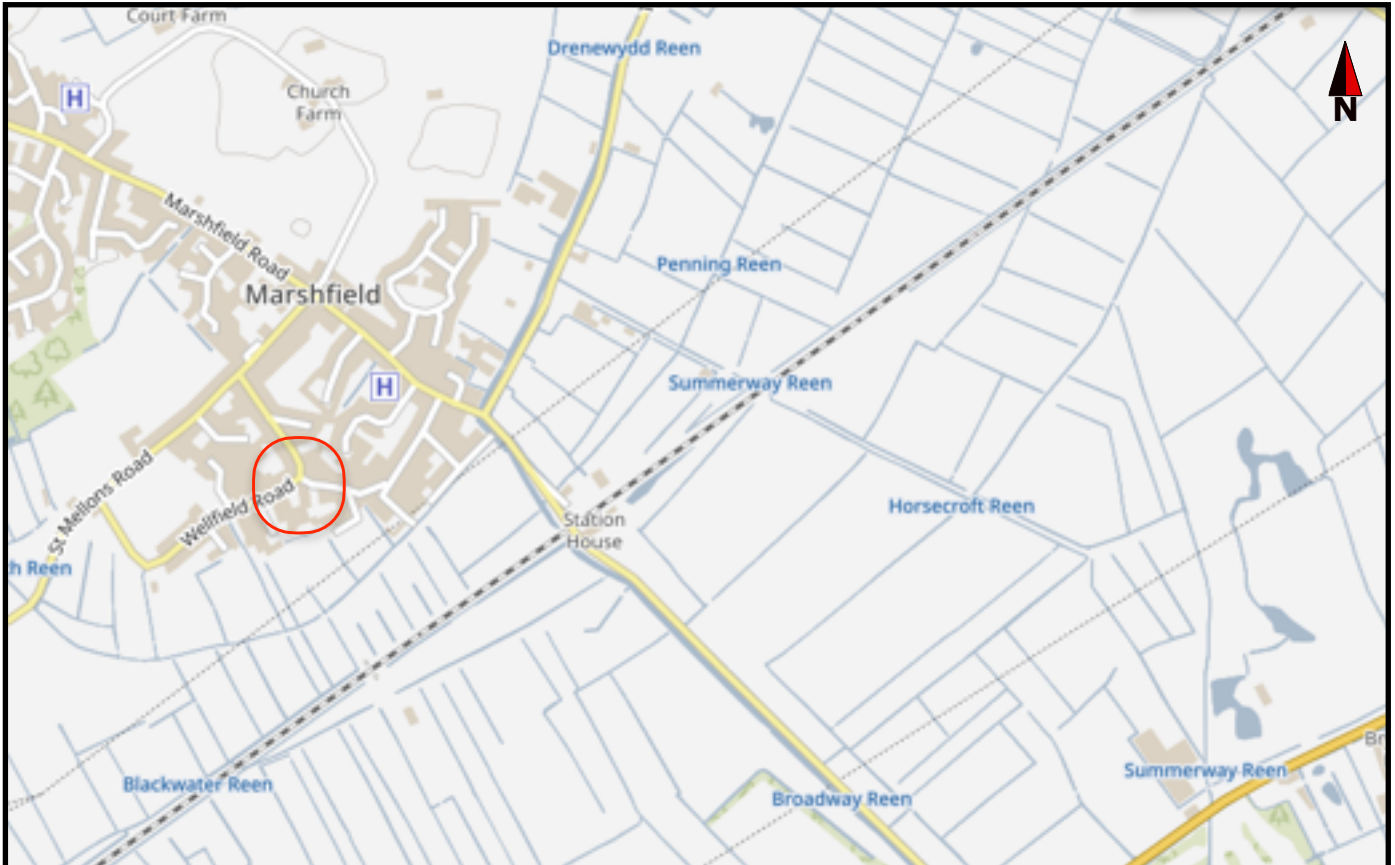


Figure 2

Site Location 2: Marshfield

DataMapWales (Original Scale 1:1250).
 ©2024 Geography & Technology, Welsh Government



Figure 3
Site Location 3: Willow Mead, Marshfield.
DataMapWales (Original Scale 1:1250).
©2024 Geography & Technology, Welsh Government



Figure 4
Site Location 4: Development Area, Willow Mead, Marshfield
DataMapWales (Original Scale 1:1250).
©2024 Geography & Technology, Welsh Government



Figure 5

Glamorgan sheet XXXIII.SW Revised 1875-1882 Published 1887 6" to 1m

© National Library of Scotland



Figure 6

Glamorgan sheet XXVIII.SW Revised 1898 Published 1901 6" to 1m

Note Post Office occupying site

© National Library of Scotland



Figure 7
 Glamorgan sheet
 XXVIII.SW Revised 1916
 Published 1922
 LB : Letter Box
 © National Library of Scotland



Figure 8
 Tithe Map 1842 Marshfield
 Plot 472 location of Willow Mead
 © National Library of Wales

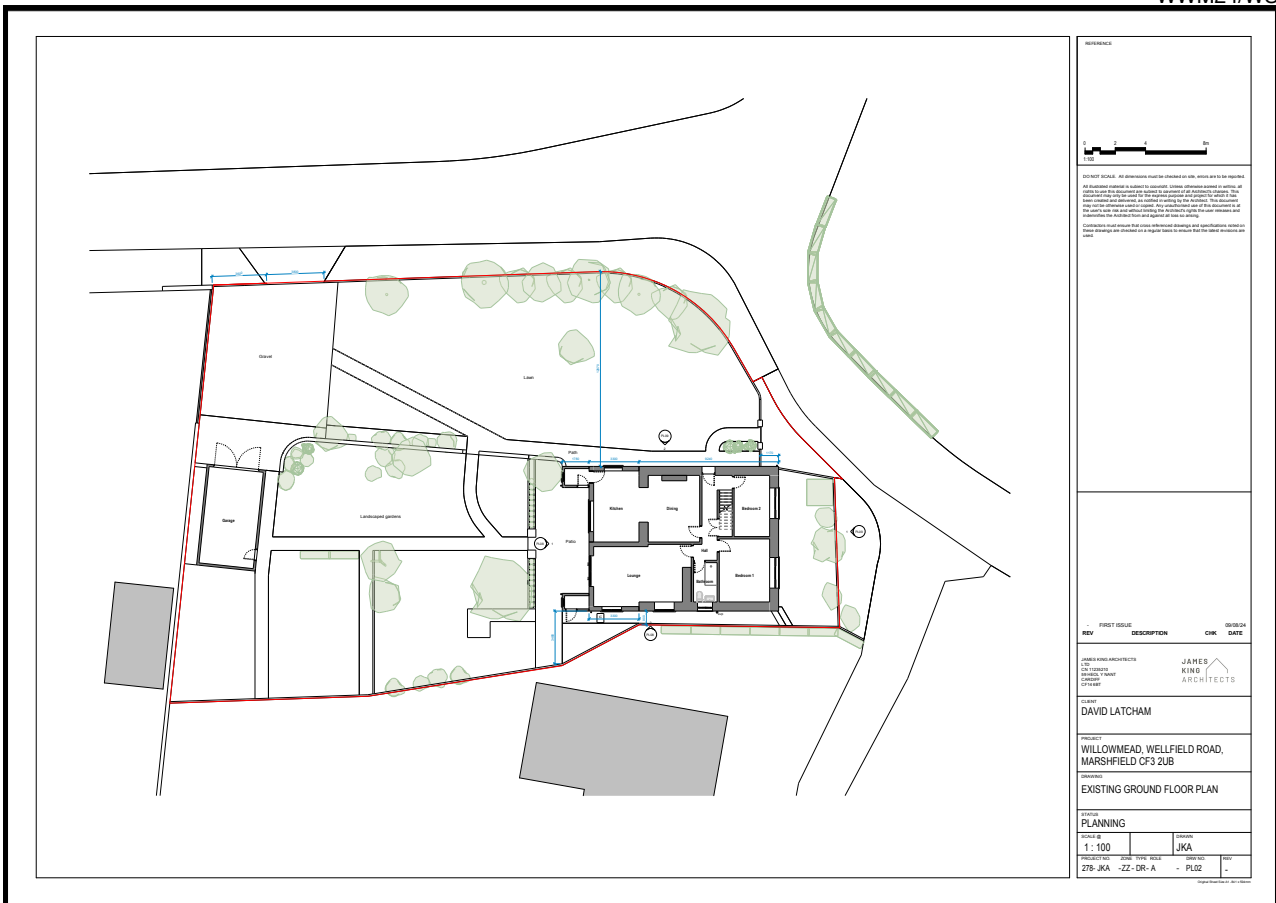


Figure 9
 Willow Mead: Existing Ground Floor Plan
 © James King Architects Ltd

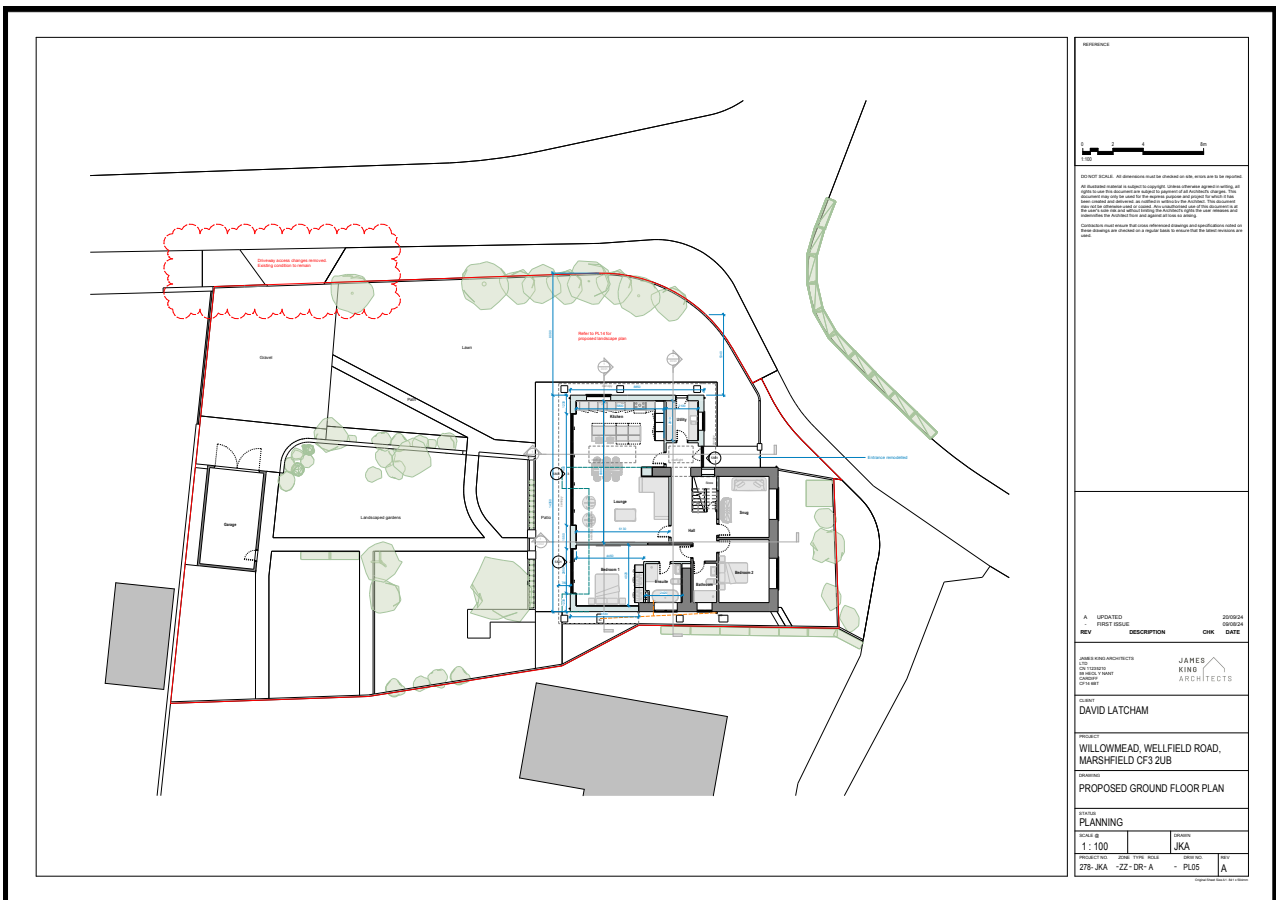


Figure 10
 Willow Mead: Proposed Ground Floor Plan
 © James King Architects Ltd

6. Archaeological Background

The site is situated on the intersection of Old Red Sandstone and is close to the alluvial marshes of the Gwent Levels, within the parish of Marshfield in the union and division of Newport. There is a long history of prehistoric, roman and medieval settlement in the area. A Neolithic flint core (Portable Antiquities Scheme reference NMGW-CA7978), blades (Portable Antiquities Scheme reference NMGW-CA4D15, CA88E7, CA8BD8) and a Bronze Age arrowhead (Portable Antiquities Scheme reference NMGW-B66C51) and fragment of an axe (Portable Antiquities Scheme reference NMGW-3BADE2) have been found in the vicinity of the site. Rippon (1996a & b) presents a model for the Wentloog area of tidal creeks crossing a late Iron Age salt marsh.

During the Roman period a sea wall was built (since eroded) and the higher coastal areas were enclosed and drained and used as pasture. Rippon has identified the area of the Wentloog level to the southeast at Peterstone Wentloog as a survival of a Roman drainage system where the roman ground surface lies at the modern ground level. Later erosion of the defences and subsequent flooding of the area deposited alluvial clays and re-established the tidal creek systems, burying and preserving much of the early roman and prehistoric landscape. In the medieval period the sea defences were repaired and farming re-established and the present system of reens is probably related to this period.

Marshfield Medieval Settlement Landscape (PRN 16443g) is a multi period landscape characterised by an historic village expansion and agricultural landscape, with medieval settlement core around Church Farm. The area comprises a former medieval historic core around Church Farm, sinuous boundaries, sub-rectangular enclosures, retaining the earlier medieval organisation of the landscape, and a possible Roman fen-edge settlement at Blacktown. The original nucleated settlement of Marshfield was built around Church Farm and St Mary's Church, 00010g (remains of a medieval cross are present in the churchyard). This HLCA infills an area of land between two parts of HLCA 20 Marshfield/Coedkernew. Within this HLCA there are no drainage patterns or elements recorded in the landscape. This is in direct contrast to surrounding areas (e.g. HLCA 17 Peterstone, HLCA 20 Marshfield/Coedkernew and HLCA 21 Maerdy, which are predominantly characterised by their reens, ditches and grips. (Welsh Gov 2016)

St Mary's Church (PRN 00010g), Marshfield is possibly referred to as early as the 12th century, but the first definite mention of the church is in 1254 (Brook 1988). The church consists of nave, separate chancel, W tower, S porch set more or less centrally against the nave. A new church hall/choir vestry has been built immediately to the N of the church, Most of the church is in Perpendicular style, and restored in the Victorian and Edwardian periods, possibly 1867 and 1909. The doors however are all medieval, the earliest being the main S door, which is late Norman.

At The Vicarage House Marshfield (PRN 03941g), a c.16th century house, there is a near-oval enclosure (PRN08392g) on the tithe map for what is marked as the Vicarage House, the boundary is rather irregular at the W and now built over, though the boundary was still extant in 1998, it is possibly an Early Christian ecclesiastical enclosure. Edith Evans, GGAT 73 Early-Medieval Ecclesiastical Sites Project, 2003-04 (Yr1).

The remains of a Norman motte and bailey castle (Glamorgan Gwent Archaeological Trust reference 04365g) are recorded at Castleton and the present landscape and drainage system is probably of this period. Investigations at Blacktown Farm (Monmouth Archaeology 2004) have confirmed medieval occupation of the area through pottery finds and field systems, medieval ridge and furrow (PRN 10990g) have also been noted during the evaluation and subsequent watching brief undertaken by Foundations Archaeology in 2003. An undated earthwork enclosure has also been noted at Marshfield (GGAT Report 2004/019). St Mary's Church (NPRN 220315) at Marshfield is a Grade II* Listed building of medieval date and the Marshfield Churchyard Cross is a Scheduled Ancient Monument (NPRN 30781).

Willow Mead occupies a portion of land that originally held a cottage owned by William Jones and occupied as a cottage and garden by Thomas Harry as shown on the 1840 Tithe map of the area (Fig. 8).

Later OS maps show the development area containing a building used as a Post Office, and later letter box (Figs 6 & 7). The cottage was demolished and a new bungalow constructed on the site in the 1960s as shown on the OS map (revised 1963-1970) published in 1970.

An archaeological evaluation undertaken in 2005 by Foundations Archaeology at the Green, Wellfield Road, Marshfield, Newport (EOO5215) found a single Post Medieval ditch.

7. Potential Impact Assessment

7.1 Development works at the site have been identified as having a potential impact on the archaeological resource and therefore a requirement for an archaeological programme of works for a watching brief, have been requested by Heneb/Glamorgan Gwent Archeology:

'For the first: we envisage that this programme of work would take the form of a watching brief during the groundworks required for the development, with detailed contingency arrangements including the provision of sufficient time and resources to ensure that any archaeological features or finds that are located are properly investigated and recorded; it should include provision for any sampling that may prove necessary, post-excavation recording and assessment and reporting and possible publication of the results. To ensure adherence to the recommendations we recommend that the condition should be worded in a manner similar to model condition 24 given in Welsh Government Circular 016/2014.

Heneb/GGA letter to Newport City Council ref: NEW1677/JD/HB.

7.2 Information regarding the archaeological and historical background of the and site and area is provided in 6. above and the following specific development activities have been identified as having a potential impact on the archaeological resource:

- Excavation of new foundation trenches
- Excavation of new service trenches
- Other soil disturbance and groundworks such as landscaping
- Demolition or remodelling of structures/walls/interior features etc

7.3 An archaeological Watching Brief, meeting current professional standards will be undertaken prior to and during extension of the building for any activities (7.2 above) likely to expose archaeological features or remains, and the results analysed and reported on in order to mitigate any impacts of the investigations on the archaeological resource.

7.1 Research and information from the Historic Environment Record provides evidence of archaeological activity and settlement from the Prehistoric period onwards, both within Marshfield and in the surrounding area. Willow Mead is located within the Archaeologically Sensitive Area of the Levels and just outside the boundary of the Registered Historic Landscape of the Gwent Levels (HLW (Gt)) and within the Historic Landscape Character Area of Marshfield (HLCA 020). It is a landscape which also provides evidence of earlier human activity and settlement from the Neolithic, Iron Age and Roman periods.

7.2 It is therefore possible that development activities may have the potential to provide new archaeological discoveries, and as such require mitigation measures to protect the archaeological resource.

The immediate vicinity of the current property may produce evidence of the original cottage that was present on the site of the later building.

8. Methodology & Mitigation Strategy

Watching Brief

8.9 The Client/Agent will advise the Local Planning Authority of the appointment of Cardiff Archaeology as the archaeological contractor for the works at least two weeks prior to ground works commencing, if appropriate.

8.10 The strategy is proposed on the basis of the likely extent and form of archaeological interests and the proposed extent and form of development effect.

8.11 Planning Consent issued by Newport City Council for the development ensures mitigating measures for the archaeological resource. These are currently awaiting final decision notice.

8.12 The effect of the development on potential archaeological interests will be safeguarded by means of a Watching Brief on any ground disturbance defined in the Potential Impact Assessment (7).

8.13 On site contractors will be notified of the need to allow the site archaeologist conducting the Watching Brief reasonable access to their works to record archaeological remains.

8.14 Groundworks (7.2) will not be undertaken in the area to which this scheme applies without the site archaeologist being present to observe and record any archaeological remains revealed.

8.15 If archaeological remains are discovered the archaeologist undertaking the Watching-Brief, in consultation with the resident engineer or equivalent agent will make a decision as to whether it can be adequately recorded and removed without disruption to adjacent construction activities as part of the Watching Brief programme

8.16 If significant archaeological remains are discovered these areas will be clearly marked and fenced off. No machines or contractors will work in these areas until the recording of the archaeology has been completed.

8.17 A contingency for a maximum of five days, and three extra site archaeologists per area, to work within such areas to record the archaeological remains.

8.18 If archaeological remains are discovered of greater significance than the contingency arrangement (8.15) would be able to cover then a meeting with the Local Planning Authority and other relevant parties will be instigated to formulate and agree an appropriate strategy. Further work (e.g. full excavation, exhumation of human remains etc) may be required by the Local Planning Authority and their advisors and will be part of a separate agreement to the Watching Brief programme.

8.19 Stray finds and minor archaeological deposits are to be recorded by the archaeologist.

8.20 Any human remains encountered will be archaeologically recorded under conditions which comply with all current legislation. Any removal of remains from the graveyard will require relevant licences, reporting to relevant authorities and provision for reburial.

8.21 All archaeological techniques employed are to conform to current best professional practice in line with guidance from the Chartered Institute for Archaeologists, Glamorgan Gwent Archaeology, Welsh Museums Federation and other professional heritage organisations.

8.22 Archaeological deposits and features will be recorded using a single continuous numbering system.

8.23 Recording forms and a copy of the archaeological contractors' site manual will be available to the the Client/Agent and the regional curatorial archaeologist on request.

8.24 Drawings will be at a suitable scale in plan and/or section, where appropriate, and will be located by a site grid and benchmark tied to Ordnance Survey datum.

8.25 Significant contexts will be photographed in digital (18mp images saved in RAW and JPEG formats) and 35mm (colour and monochrome) where appropriate.

8.26 Archaeological finds will be retained, cleaned and catalogued, and final deposition arrangements agreed as required by the CIfA *Standard and Guidance for the collection, documentation and research of archaeological materials* (2001). Large quantities of residual, un-diagnostic or modern materials recovered will be recorded and a discard policy devised.

8.27 Human remains will not be removed from the site until all permissions from relevant organisations have been attained and legal permission in the form of a Coroners Licence from the Ministry of Justice (England & Wales) obtained.

8.28 Environmental recording and sampling should follow Historic England's Environmental Archaeology: a Guide to the Theory and Practice of Methods, from Sampling and recovery to Post-excavation (Second Edition, 2011). A specialist in this field should sample deposits with high paleo-environmental potential in bulk or column for later analysis.

8.29 A final report detailing the archaeological work undertaken and the results will be forwarded to the client for submission to the Local Planning Authority for approval and discharge of the archaeological planning condition.

9. Reporting and Archive Deposition

9.1 A post fieldwork review of the evidence recovered will lead to a programme of analysis and research, to include specialist consultants if required, resulting in a site narrative with supporting data such as drawings and photographs where appropriate. An environmental specialist will also be identified to oversee the sampling programme if required.

9.2 A wide range of archaeological and historical sources will be consulted in order to place fieldwork results in context and information from the regional Historic Environment Record held by the Glamorgan Gwent Archaeological Trust has also been obtained (Heneb/GGA enquiry ref. 9068, October. 2024).

9.4 A Final Report detailing the results will be produced and a copy, together with the Archive Index, will be deposited by Cardiff Archaeology with the regional Historic Environment Record of the Glamorgan-Gwent Archaeological Trust following Guidance for the submission of data:ggat.org.uk/cms/wp-content/uploads/2022/11/Guidance-for-the-Submission-of-Data-to-Welsh-HERs-V2-reducedEN.pdf

9.5 The project archive for the work will be prepared to the specifications laid out in the Chartered Institute for Archaeologists, Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (2013) and deposited as below (9.6).

9.6 The archive consisting of site plans, photographic records, research notes and reports, stored by Cardiff Archaeology as drafting film, paper and digital records. will be deposited with the National Monuments Record Wales, Aberystwyth⁷, or if artefacts are recovered the National Museum of Wales, Cardiff⁸. It will be deposited following National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 (<http://www.welshmuseumsfederation.org/en/news-archive/resources-landing/Collections/national-standard-and-guidance-for-collecting-and-depositing-archaeological-archives-in-wales-2017.html>).

9.7 The contents of the final report will be made available in regional and national archaeological journals and publications, as appropriate.

⁷ **National Monuments Record Wales**, Ffordd Penglais, Aberystwyth SY23 3BU (01970) 621200

⁸ **National Museum of Wales**, Cathays Park, Cardiff, South Glamorgan CF10 3NP. ☎: (029) 2039 7951

10. Publication and Copyright

10.1 The contents of the final report will be accessible to the public through the regional Historic Environment Record (Glamorgan Gwent Archaeology) and published in regional and national archaeological journals and publications, as appropriate.

10.2 Cardiff Archaeology will retain full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved. Cardiff Archaeology will grant permission for the client/agent to use the contents of the final report for any purpose relating to the project, for the duration of the development project.

11. Timescale

11.1 Proposed start of on site archaeological works: TBC.

11.2 Cardiff Archaeology makes every effort to issue the final report within two months of completion of site work. Please note delays may be caused by factors beyond the control of Cardiff Archaeology e.g. awaiting pottery results, radio carbon dating results, artefact conservation etc. The client will be informed should any substantial delays occur resulting in a delay with issuing the report. An interim report may be produced, should the project require one, after consultation with the client, agent and/or planning advisors.

12. Insurance

The contractor is fully insured with Towergate Insurance⁹ for the proposed work, details available on request.

13. Health and Safety

The contractor will follow best practice for Health and Safety as defined by the Standing Conference of Archaeological Unit Managers (SCAUM *Health and Safety in Field Archaeology* 1991). Copies of the contractor's Health and Safety Statement, in accordance with the *Health and Safety at Work Act 1974* and a project specific Risk Assessment, in accordance with the *Management of Health and Safety Regulations 1992*, are provided in Appendices 1 & 2.

14. Arbitration

Differences arising out of a contract for this work should be referred for decision in accordance with the Rules of the Chartered Institute of Arbitrators *Arbitration Scheme for the Chartered Institute for Archaeologists*.

⁹ **Towergate Insurance** Funtley Court, Funtley Hill, Fareham, Hampshire PO16 7UY ☎ 01329 826 260 www.towergateinsurance.co.uk

15. Contractor & Core Staff

Cardiff Archaeology was established in 2004 to provide a professional and cost effective archaeological service for the South Wales region, from initial project design through to final report and archiving. Cardiff Archaeology will be responsible for the programme of archaeological work and only accredited members of the Chartered Institute for Archaeologists will carry out activities associated with the project. Additional professional consultants and contractors may also be used if appropriate.

The contractor will carry out all works in accordance with the Chartered Institute for Archaeologists *Code of Conduct*, *Code of approved practice for the regulation of contractual arrangements in field archaeology*, *Standards and Guidance for archaeological watching briefs*, and other related by-laws.

Jim Stewart-Turner, PCIfA

An accredited Practitioner of The Chartered Institute for Archaeologists (Membership No.2073) with over 30 years archaeological experience. Previously employed by National Museum Wales, Glamorgan Gwent Archaeological Trust, Gloucester County Council Archaeological Service, Cotswold Archaeological Trust and English Heritage before establishing Cardiff Archaeology in 2004.

Main areas of interest: Roman Archaeology, Military Archaeology of WW1.

CSCS Professionally Qualified Person (Reg. No. 01999902)

Jane Stewart-Turner BA(Hons.) Archaeology, MA Archaeology & Heritage Management, ACIfA

An accredited Associate of The Chartered Institute for Archaeologists (Membership No: 6137) with over 25 years archaeological experience of working for museums, the national Portable Antiquities Scheme and Community Archaeologist for Cardiff University. Joined Cardiff Archaeology as a partner in 2010.

Main areas of interest: Prehistoric and Environmental Archaeology, Vernacular Architecture of Wales, Community Engagement.

Members of:

The Chartered Institute for Archaeologists (www.archaeologists.net)

The Council for British Archaeology (www.archaeologyuk.org)

The Society for the Protection of Ancient Buildings (www.spab.org.uk)

The Glamorgan History Society (www.glamorganhistory.org)

The Medieval Settlement Research Group (www.medieval-settlement.com)

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Internet

British Geological Survey: www.bgs.ac.uk

Chartered Institute for Archaeologists: www.archaeologists.net

Glamorgan Gwent Archaeology: www.ggat.org.uk

Historic Wales: historicwales.gov.uk

Museum Federation of Wales: www.welshmuseumsfederation.org.uk

Welsh Government: www.wales.gov.uk

Appendix 1

Health and Safety Policy Statement

(Health and Safety at Work Act, 1974)

Cardiff Archaeology's Statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety at work.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions
- To review this statement and revise this policy as necessary and at regular intervals.

We comply with:

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Fire Safety Orders, Acts and Regulations (dependent on location)

Appendix 2

RISK ASSESSMENT

TASK: Building Recording & Watching Brief during development works at: **Willow Mead, Wellfield Road, Marshfield, CF3 2UB.**

Risk Assessment	
Risk Level	177/600=29.50 % RISK LEVEL LOW
Revised Risk Level	122/600=20.33 % RISK LEVEL LOW
Checked By	Jim Stewart-Turner PCIfA
Position	Partner
Date	3rd October 2024

ALL STAFF WILL WEAR APPROPRIATE SAFETY CLOTHING AND SAFETY HEADWEAR ON SITE AT ALL TIMES.

At minimum this will consist of:

- Hi visibility vest or jacket
- Safety helmet
- Safety boots

Additionally safety goggles, gloves and masks will be available on site for all personnel and other PPE if and when required.

Unplanned risks will be immediately reported to all relevant parties.

A HAZARD is the potential to cause harm

0=No Hazard

5=Possible Death

A RISK is the likelihood of a particular event happening

0=Not Likely

5=Very likely

Risk Level

0%-20% Very Low

21%-40% Low

41%-60% Medium

61%-80% High

81% 100% Very high

Hazards highlighted in grey in the following table are considered no risk for this project.

SITE SPECIFIC IDENTIFIED HAZARDS

No identified site specific hazards (e.g. asbestos, hydrocarbons etc) have been brought to the attention of Cardiff Archaeology by the Client, Principal Designer or Principal Contractor at this point. It is expected that the Client, Principal Designer or Principal Contractor will immediately report any issues to Cardiff Archaeology and appropriate action can be mitigated.

Risk Assessment: Table 1

HAZARD (A) SEVERITY OF HAZARD 1-5	RISK LEVEL (B) 1-5	HAZARD RISK ANALYSIS (A x B)	REVISED SEVERITY OF HAZARD(C)	REVISED RISK LEVEL (D)	REVISED HAZARD RISK (C x D)	PLANNED MITIGATING MEASURES
Accident while driving to and from site SEVERITY 5	1	5/25	5	1	5/25	It is the responsibility of the driver to ensure that routine checks such as oil and tyre pressure are carried out and that any defects are reported immediately to the project manager. Drivers are not to drive under the influence of alcohol or any other drug whether medically prescribed or not. Drivers to be aware of the affects of tiredness on driving ability and to arrange to share driving tasks as appropriate.
Objects/debris falling onto personnel SEVERITY 5	2	10/25	5	2	10/25	Safety helmets to be worn properly at all times. Objects likely to fall are to be removed or secured prior to commencement. Personnel must not work below others. Make sure the area is safe to enter.
Moving across uneven or broken ground or wet slippery surfaces or missing or damaged floor surfaces SEVERITY 5	1	5/25	5	1	5/25	Personnel to move with care across surfaces and walk (not run) at all times. Holes and unsafe areas are not to be entered.
Open trenches with unstable sides – may lead to falling into trench, and/or engulfment of personnel within trench SEVERITY 5	1	5/25	5	1	5/25	Personnel must not stand too near edges that look unsafe. Personnel must not go beyond safety fence without supervision.
Excavation of trenches in excess of 1.2m below ground level – possibility of trench collapse and engulfment of personnel SEVERITY 5	1	5/25	5	1	5/25	Excavation sides to be stepped and shored if needed before further work can take place. Access/egress by means of securely fixed ladders. Or if access not possible to record with sketches and photographs only.
Use of mechanical plant to excavate – possibility of injury or death to personnel SEVERITY 5	1	5/25	5	1	5/25	Personnel to wear high-visibility waistcoats, hard hats and protective boots. Personnel to remain in drivers view at all times and alert the driver to their presence. Only one personnel member to guide machine operators.
Spoil storage leading to trench collapse and engulfment of personnel SEVERITY 5	1	5/25	5	1	5/25	Spoil will be temporarily stored at least 1m from the edge of the trench.
Damage to hearing caused by noise from machinery SEVERITY 5	1	2/25	2	1	2/25	Personnel to wear appropriate ear defenders when noisy machinery is in operation.
Live services exposed/ damaged during works SEVERITY 5	1	5/25	5	1	5/25	The location and state of services to be determined before work by Client. Supplies to be disconnected by appropriate authorised personal. Unexpected services found during works should be left exposed and marked until inspected by suitably qualified personnel.
Falling from ladders SEVERITY 5	1	5/25	5	1	5/25	All ladders to be erected carefully, on level ground and according to the instructions of the manufacturer. No work from ladders to be carried out above 3m.
Unauthorised personnel falling into un-fenced trenches SEVERITY 5	1	5/25	5	0	0/25	Open trenches and working easements will be fenced off from the rest of the site in order to prevent unauthorised access to the areas.
Exhaust gases entering and accumulating in confined space SEVERITY 5	1	5/25	5	1	5/25	No engine to be left running in the vicinity of any confined spaces. Site personnel to check for the presence of fumes in confined spaces and ensure that air quality is acceptable before entering that confined space.
Exposure to wet and/or cold weather for extended periods leading to hypothermia SEVERITY 5	1	5/25	5	0	0/25	Staff to wear appropriate warm, waterproof clothing and boots. Staff to ensure colleagues are well.
Unexploded Ordnance SEVERITY 5	1	5/25	5	1	5/25	Site evacuated and bomb disposal Immediately notified.
Anthrax. Exposure to anthrax is unlikely, but may be more likely when encountering stray articulated burials of pigs, cattle, sheep or horses SEVERITY 5	1	5/25	5	0	0/25	Cover all cuts, ensure that high standards of hygiene are maintained. Wear appropriate PPE: type suit, P3 grade disposable respirator, and latex gloves, disposable or washable footwear. Tools and footwear to be cleaned using excess of disinfectant.
Hazardous toxic substances uncovered during works, Specifically Asbestos, Lead and Zinc (see client's report) SEVERITY 5	5	25/25	5	3	15/25	Client to undertake check before work starts. If encountered such substances are to be identified and removed by suitably qualified personnel (i.e. not CAU archaeologists). No other personnel to enter the area until this has been done and approved clearance has been given. Protective clothing (protective disposable suit, facemask, and gloves) to be worn whilst observing groundworks in contaminated areas). Contaminated deposits are NOT to be excavated by hand. Do not smoke or use naked flames on site. Food is only to be eaten in the designated area. Do not eat food on site without washing hands first.
Injury during manual handling of excavated material SEVERITY 5	2	10/25	5	1	5/25	Personnel to use appropriate containers (buckets and wheelbarrows) for handling excavated material and not to overload the containers. Personnel to wear safety hats and safety footwear with protection for toes, heels and soles at all times.
Injuries to personnel working alone SEVERITY 5	2	10/25	5	1	5/25	No CA personnel to work alone. Work should be organised so that no member of personnel is beyond the vision or audible range of others. Ground workers should be made aware of presence of CA personnel on site.
Collection of groundwater within trenches SEVERITY 5	1	5/25	5	0	0/25	Areas filled/partially filled with water are not to be entered.
Wells Disease SEVERITY 5	1	5/25	5	1	5/25	Always wash hands before eating/drinking. Food is only to be eaten in the designated area. Avoid unnecessary contact with eyes, mouth and nose using dirty hands.
Insect attack SEVERITY 5	1	5/25	5	1	5/25	Personnel to be aware of wasp/bee/hornet nests that may be disturbed during groundwork. Site personnel with insect allergy to inform other personnel at beginning of works.
Sharps (contaminated needles etc) SEVERITY 5	1	5/25	5	1	5/25	Client to undertake check before work starts. If encountered such substances are to be identified and removed by suitably qualified personnel (i.e. not CA archaeologists).
Broken glass & other sharps SEVERITY 5	2	10/25	5	2	10/25	CA personnel to wear appropriate protective gloves in handling broken glass etc. Broken glass & sharps should be avoided whenever possible.
Covid 19 Exposure SEVERITY 5	5	25/25	5	2	10/25	CA personnel to wear appropriate appropriate PPE, Hand washing/Anti bacterial wash
	36	177/600	600	25	122/600	

Appendix 3

Data Management Plan	
Site Address	Willow Mead Wellfield Road Marshfield CF3 2UB
Site Code	WWM24
Report Number	WSHEM/828/24
Project Number	283/24
Planning Application Number	24/0671
Planning Authority	Newport City Council
Historic Environment Record Number	
Regional Archaeological Trust	Glamorgan Gwent Archaeology
Heneb/GGA Reference	NEW1677/JD/HB
Cadw Reference Number	
NPRN	
Data Collection Officers Jane Stewart-Turner BA (Hons) MA ACIfA & Jim Stewart-Turner PCIfA	
Documentation & Metadata	Instigation of unique site database and incorporation into Cardiff Archaeology Archive database. Paper copies of data information accompany hard disc/CD archive.
Ethics & legal Compliance	No information reproduced without copyright and IPR established and obtained
Storage & Backup	All data stored on company PC, external backup and copied to CD.
Selection and Preservation	Data deposited as part of archive to NMW and appropriate HER & LPA Archive updated and data transfer as technological advances dictates.
Data Sharing & Accessibility	Data deposited with HER for public access.
Data Responsible Officer	Jim Stewart-Turner PCIfA

Appendix 4

Timeline

Palaeolithic

The earliest division of the prehistoric period, from the first evidence of tool making by humans to the final retreat of glacial ice from Britain. It is dated circa 500,000 to circa 10,000 BC.

Mesolithic

A chronological division of the prehistoric period spanning the period from the end of the last ice age to the introduction of farming. It is dated between circa 10,000 and circa 4,000 BC.

Neolithic

A chronological division of the prehistoric period during which agriculture and domestic animals were introduced to Britain. It is dated circa 4,500 to circa 2,300 BC.

Bronze Age

A chronological division of the prehistoric period, which sees the introduction of copper and the eventual widespread adoption of bronze for use in weapons, jewellery etc. In Britain it is dated between circa 2300 and 700 BC.

Iron Age

The period after the Bronze age and before the Roman Occupation circa 500 BC to 55 AD.

Roman

Period when Britain was ruled by Rome circa 45 - 410 AD.

Romano-British

Term used to describe a fusion of indigenous late Iron Age traditions with Roman culture.

Early Medieval

The period between the break down of Roman rule and the Norman invasion (circa 410 to 1070 AD).

Medieval

The period after the Norman invasion nominally finishing at the Battle of Bosworth and the commencement of the reign of Henry VII (1066 to 1485 AD).

Post-Medieval

Period between 1485 and 1900 AD.

Modern

The period since 1900 AD.

Glossary of Terms

Archaeological Contractor

A professionally qualified individual or an organisation containing professionally qualified archaeological staff, able to offer an appropriate and satisfactory treatment of the archaeological resource, retained by the developer to carry out archaeological work either prior to the submission of a planning application or as a requirement of the planning process. A list of appropriate Archaeological Contractors available for work in Wales has been prepared by the Welsh Archaeological Trusts and is available on request from any of the regional archaeological curators.

Archaeological Curator

A person, or organisation, responsible for the conservation and management of archaeological evidence by virtue of official or statutory duties. In Wales the archaeological advisors to the Local Planning Authorities are the Planning Services departments of the Regional Archaeological Trusts, all of whom work to the Welsh Archaeological Trust's Curators' Code of Practice. In south-east Wales the 12 Unitary Councils are served by The Planning Services Division of the Glamorgan-Gwent Archaeological Trust.

Archive

An ordered collection of all documents and artefacts from an archaeological project, which at the conclusion of the work should be deposited at a public repository, such as the local museum or national records office.

Appraisal

An appraisal is a rapid reconnaissance of site and records to identify whether a development proposal has a potential archaeological dimension requiring further clarification.

Assessment

A desk-based assessment is a detailed consideration of the known or potential archaeological resource within a specified area or site (land-based, intertidal or underwater), consisting of a collation of existing written and graphic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional or national context as appropriate.

Bailey

A fortified enclosure, particularly the outer court of an earthwork castle, sometimes used for a walled enclosure carrying out the same function in later castles.

Brief

An outline framework of the archaeological situation, which has to be addressed, together with an indication of the scope of the works that will be required.

Cadw: Welsh Ancient Monuments

An executive agency of the Welsh Assembly: Cadw are responsible for the planning issues which affect statutorily protected ancient monuments and buildings. They also grant aid repairs to historic buildings and monuments and manage ancient monuments which are in direct State care.

Cantref

An administrative sub-division of an early medieval Welsh kingdom.

Causewayed Enclosure

Enclosure consisting of one or more concentric circular ditches, interrupted by "causeways". Ditch terminals often contain "ritual" deposits of animal/human remains. Generally interpreted as Early Neolithic ritual meeting places. Example: Windmill Hill

Evaluation

A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site; and, if present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate. The programme of work will result in the preparation of a report and ordered archive.

Henge

A large circular/oval enclosure consisting of a bank with an internal ditch often of massive construction. Enclosures usually have one or two entrances. Interpreted as later Neolithic/ early Bronze Age ritual meeting places succeeding causewayed enclosures. Examples: Stonehenge phase 1, Avebury phase 1.

Moated Site

A medieval manor house, parsonage, or grange enclosed by a wide wet moat, usually square or rectangular. Larger moated sites may have been constructed to protect subsidiary areas such as gardens, and orchards

Motte

A flat topped and steep sided mound formerly supporting a palisaded timber tower. Either entirely artificial or formed by scarping and re-shaping natural features. It can have an associated bailey; it constitutes the most common form of Norman castle.

Murage Grant

A local medieval tax to provide money to pay for town defences to be built.

Natural

Archaeological term for undisturbed natural geology on a site.

NGR

National Grid Reference

Reen

Water management ditch to convey or store water

Ring Cairn

A broad class of monuments usually consisting of a circular bank and ditch, often including one or more rings of standing stones and also frequently with a central stone burial cist. Once interpreted as burial cairns, it is now believed that human remains are secondary "ritual" deposits and that these sites had a primarily ritual purpose.

Risk Assessment

A document prepared to meet the requirements of The Management of Health and Safety at Work Regulations 1992 assessing all risks to the health and safety of employees and others arising from a work activity.

Ringwork

A circular or oval fortification enclosed by an earthen rampart. This generic term applies to a range of such earthworks attributable to many periods. Medieval earthwork castles of this type are also referred to as Castle Ringworks.

Historic Environment Record (HER)

A documentary record of known sites in a given area. In south-east Wales the SMR is curated by the Curatorial Division of the Glamorgan-Gwent Archaeological Trust.

Specification

A written schedule of works required for a particular project (by a curator, planning archaeologist or client), set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by or agreed with the relevant curator.

Watching Brief

An archaeological watching brief is defined as a programme of observation, investigation and recording conducted during any operation carried out for non-archaeological reasons within a specified area or site, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme of work will result in the preparation of a report and ordered archive.

Welsh Archaeological Trusts

There are 4 Welsh Archaeological Trusts, Clwyd-Powys, Dyfed, Gwynedd and Glamorgan-Gwent. The Trusts were established between 1974 and 1975 in order to carry out rescue archaeological work in Wales. The Trusts are now divided into Contracts and Curatorial Divisions. . They are all charities but are also limited companies.

Appendix 5**Specialist Consultants and Contractors****Conservation X-Radiography & Materials Analysis**

Cardiff Conservation Services:

Mr Phil Parkes

Position: Senior Conservator

029 208 75628 parkes@cardiff.ac.uk

Portable Antiquities

Mark Lodwick

Department of History & Archaeology, Amgueddfa Cymru, National Museum Wales, Cathays Park, Cardiff CF10 3NP

0292057 3226 mark.lodwick@museumwales.ac.uk

Geophysics & Metallurgy

Dr Tim Young

GeoArch, Unit 6, Western Industrial Estate, Caerphilly, CF83 1BQ,

029 20881431 Tim.Young@GeoArch.co.uk

Osteoarchaeology

Cardiff School of History, Archaeology and Religion

02920874247 mulvilleja@cardiff.ac.uk

Specialist Archaeological Photography

Adam Stanford

Aerial-Cam Limited

Harrowfields, Eckington WR10 3BA

07815007128 adam@aerial-cam.co.uk

Dendrochronology

Professor Nigel Nayling

University of Wales Trinity Saint David, Archaeology and Anthropology Department.

01570424904 n.nayling@tsd.uwtsd.ac.uk

Radiocarbon Dating

RCD Laboratory Queens University Belfast

Archaeology & Palaeoecology Building, Queen's University Belfast, 42 Fitzwilliam Street, Belfast BT9 6AX.

Archaeomagnetic Dating

Geoquest Associates, County Durham

Rockside, Dreemskerry, Maughold, Isle of Man, IM7 1BL.

01624 819364 rockside@manx.ne

Environmental

Environmental samples will be prepared by Cardiff Archaeology analysed by Bournemouth University Environmental Archaeology Service.