

Written Scheme of Investigation for Archaeological Observation

On Behalf of
Marshall's Mono Limited

Concerning
**Eastern Dry Dock
Marshall's Mono Ltd
Corporation Road
Newport
NP19 4RE**

August 2025

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1



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1 Introduction

Border Archaeology (BA) has been instructed by on behalf of Marshalls Mono Limited to carry out a programme of Archaeological Observation (AO) (known also as a controlled Watching Brief or Archaeological Monitoring and Recording) in connection with a proposed development at Eastern Dry Dock Corporation Road Newport NP19 4RE (NGR: ST 32883 85463— approximate centre; *fig. 1*; Planning Ref. 22/0952), henceforth known as ‘the Site’.

The specific proposal concerns the demolition of existing buildings and structures and the erection of a new HGV gatehouse, alterations to the existing site access and associated works. In view of the underlying ground conditions, the proposed engineering groundworks involve the installation of a number of piles to support a ring-beam foundation for the proposed building (*Fig. 2*).

Geotechnical investigation has determined that made ground deposits overlie the Site to depths of up to 1mbgl. However, in view of the archaeological sensitivity of the Site the underlying deposits beneath the made ground are deemed to be of significant potential to encounter remains.

The Glamorgan-Gwent Archaeological Trust (Heneb: Glamorgan-Gwent Archaeology) therefore recommends that a programme of Archaeological Observation be maintained during the course of any groundworks with potential to penetrate below the made ground, with necessary contingent arrangements to be made for the investigation and recording of any archaeological remains, to include a palaeoenvironmental sampling for the recovery of biological data and provision for the discovery and conservation of preserved organic remains.

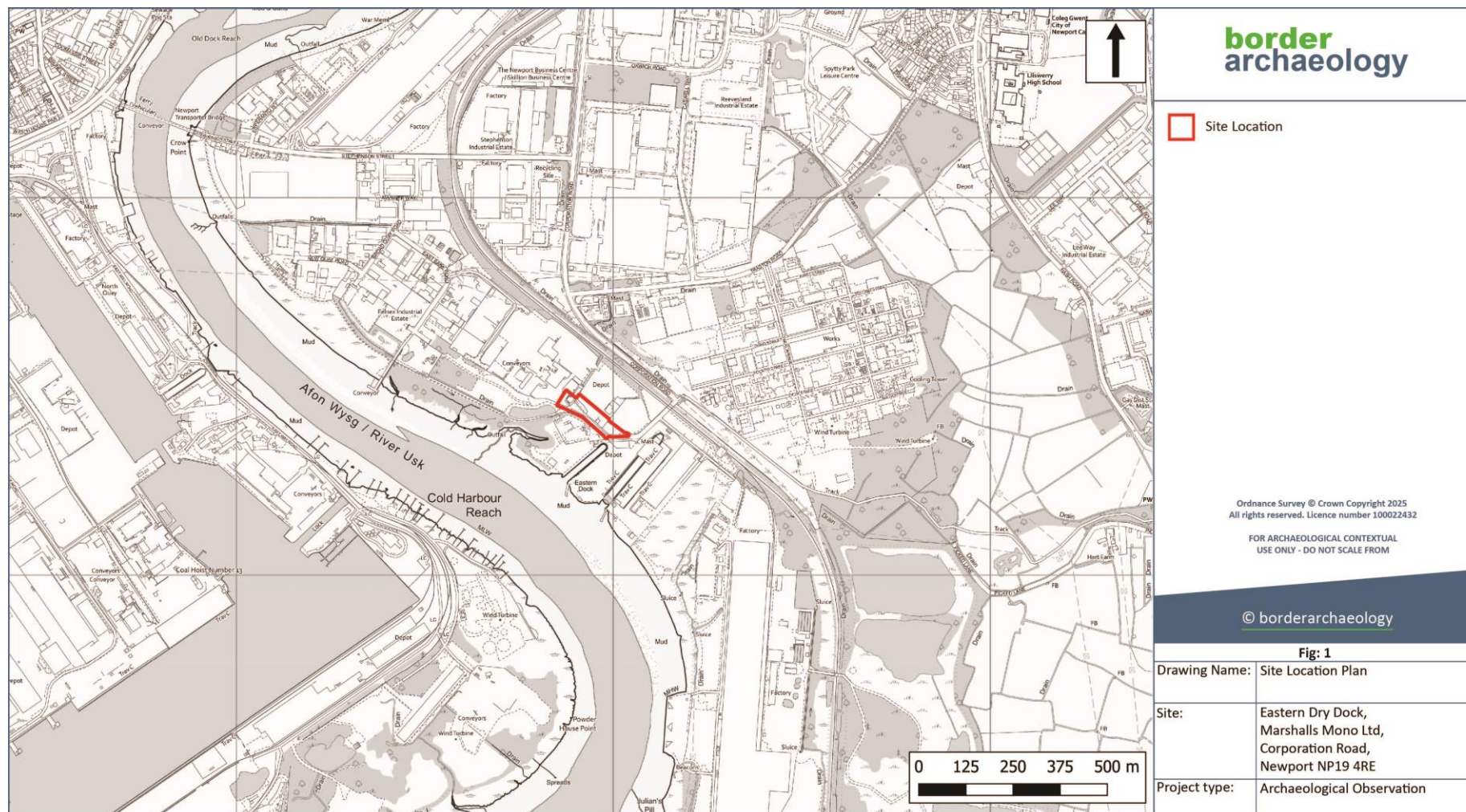
In accordance with the *Planning Policy Wales* (paragraph 6.1.27) (Welsh Government 2023, 133) and Welsh Government Circular 016/2014, planning permission for the proposed works is subject to the following condition:

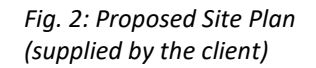
No development shall take place until the applicant, or their agents or successors in title, has secured agreement for a written scheme of historic environment mitigation which has been submitted by the applicant and approved by the local planning authority. Thereafter, the programme of work will be fully carried out in accordance with the requirements and standards of the written scheme.

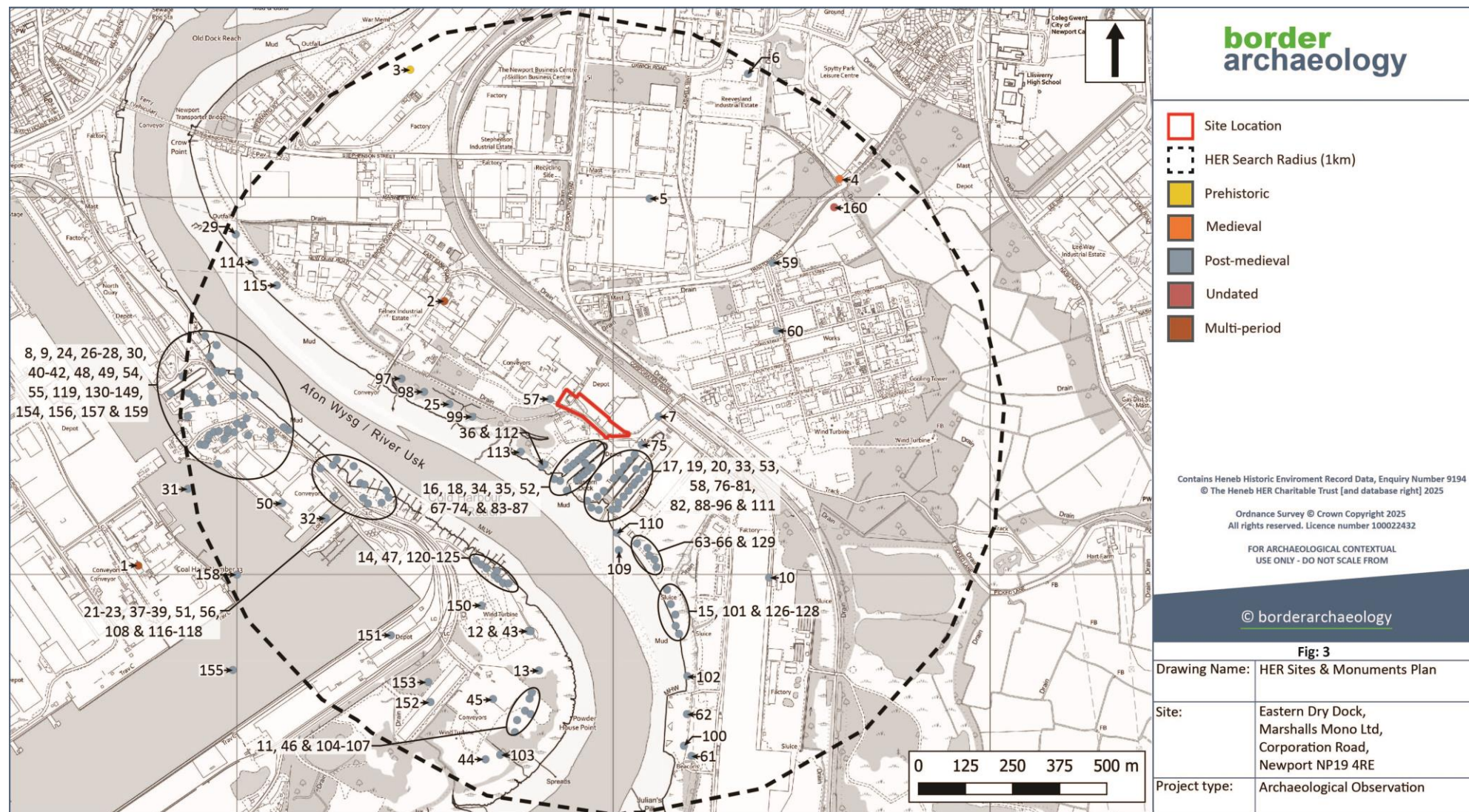
Reason: To identify and record any features of archaeological interest discovered during the works, in order to mitigate the impact of the works on the archaeological resource.

This Written Scheme of Investigation (WSI) has been compiled by George Children MA MCIfA, Director: Quality & Compliance, with reference to the Chartered Institute for Archaeologists (CIfA) *Standard for archaeological monitoring and recording* (2023a) and *Universal guidance for archaeological monitoring and recording* (2023b). It is for submission to Rob Dunning BSc MCIfA Archaeological Planning Officer (APA) Glamorgan-Gwent Archaeological Trust (Heneb: Glamorgan-Gwent Archaeology) as an appropriate methodology for the proposed programme of archaeological work.

Approval of this WSI **WILL NOT** result in the discharge of the archaeological condition; the condition will be discharged in stages as the work progresses.







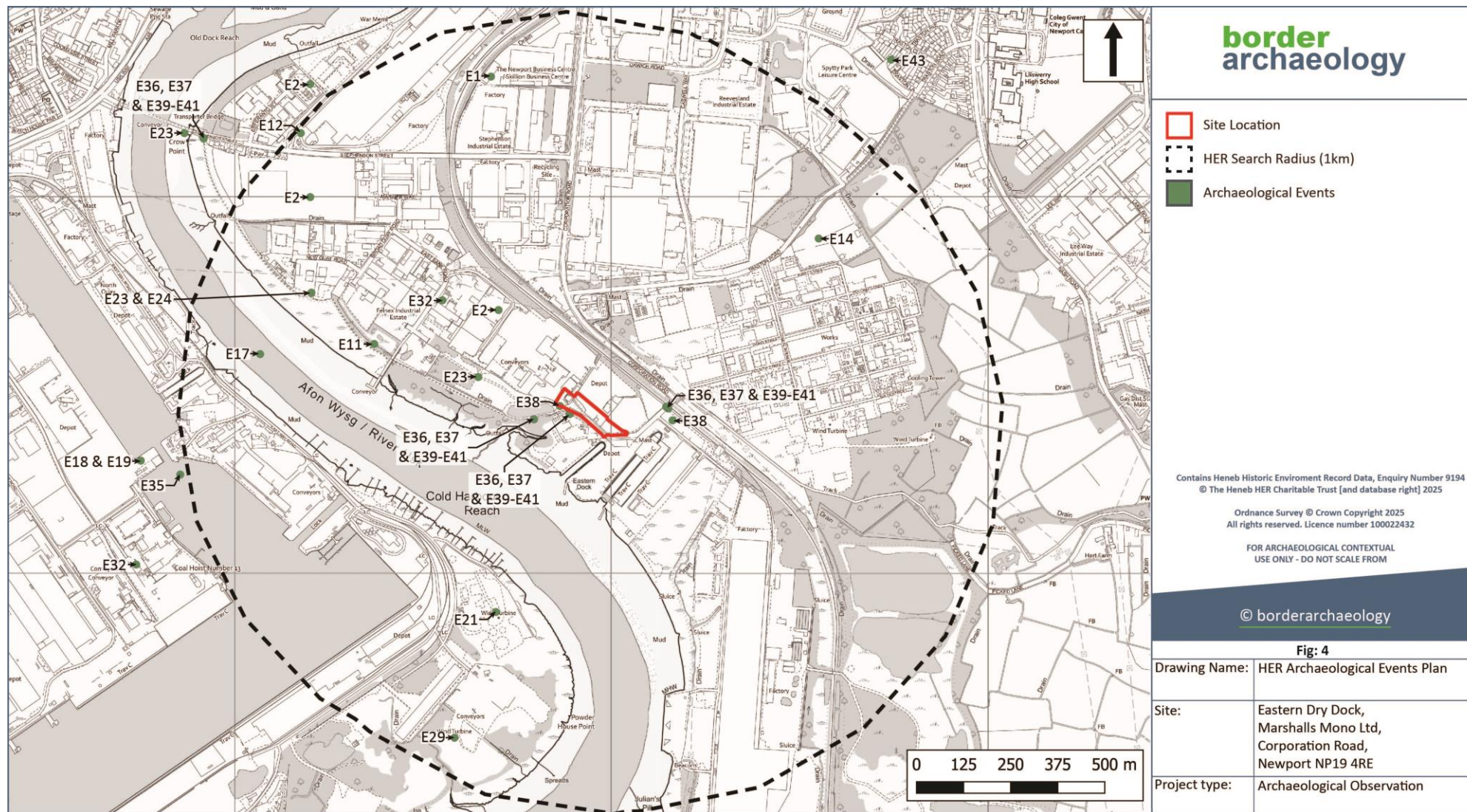


Table 1: Gazetteer of monuments recorded within a 1kmm radius of the site, based on consultation of the Glamorgan-Gwent Archaeological Trust Historic Environment Record

#	PRN	Name	Date
E1	GGATE004397	WB: Orb Steelworks	1997
E2	GGATE006103	DBA: Coronation Park Pumping Station	1997
E3	GGATE006967	Field Visit: M4 Relief Road: Magor to Castleton S2/Ph2	1997
E4	GGATE002401	Newport Landscapes	1998
E5	GGATE006966	DBA: M4 Relief Road: Magor to Castleton S2/Ph2	1998
E6	GGATE006970	Geophys.: M4 Relief Road: Magor to Castleton S2/Ph2	1998
E7	GGATE006971	Topographic Survey: M4 Relief Road: Magor to Castleton S2/Ph2	1998
E8	GGATE006976	Borehole Survey: M4 Relief Road: Magor to Castleton S2/Ph3	1999
E9	GGATE006977	Eval.: M4 Relief Road: Magor to Castleton S2	2001
E10	GGATE001411	DBA: The Roman Fortress of Caerleon	2004
E11	GGATE003430	DBA: East Bank Road	2004
E12	GGATE001379	DBA: Waterfronts in Southeast Wales: Phase 1	2005
E13	GGATE007789	Environmental Statement: Newport Riverside Park	2005
E14	GGATE005514	DBA: Traston Road	2007
E15	GGATE006963	DBA: M4 Relief Road Magor to Castleton S2/Ph1	2007
E16	GGATE006978	Geophys.: M4	2008
E17	GGATE006979	New M4 Project, Magor to Castleton	2008
E18	GGATE007743	HAA: Newport Docks	2008
E19	GGATE007744	Field Visit: Newport Docks	2008
E20	GGATE007242	DBA: High Status Settlement in Glamorgan and Gwent	2010
E21	GGATE006807	WB: Wind Turbine, Alexandra Dock	2014
E22	GGATE005431	The Rural Settlement of Roman Britain	2015
E23	GGATE007276	DBA: Stephenson Street	2015
E24	GGATE007277	Field Visit: Stephenson Street	2015
E25	GGATE007724	DBA: M4 Corridor around Newport	2015
E26	GGATE007725	Field Visit: M4 Corridor around Newport	2015
E27	GGATE007726	DBA: M4 Corridor around Newport	2015
E28	GGATE007844	WB: Proposed M4 Relief Road	2015
E29	GGATE006413	WB: Newport Second Wind Turbine	2016
E30	GGATE007728	DBA: M4 Corridor around Newport	2016
E31	GGATE007745	DBA: M4 Corridor Around Newport	2016
E32	GGATE007746	DBA: M4 Corridor Around Newport	2016
E33	GGATE007747	DBA: M4 Corridor around Newport	2016
E34	GGATE006100	GGAT150: Rapid Coastline Zone Assessment	2016-2017
E35	GGATE007329	Heritage Assessment: M4 Relief Road	2017
E36	GGATE008119	DBA: Stephenson Street	2019
E37	GGATE008120	Field Visit: Stephenson Street	2019
E38	GGATE008121	WB: Stephenson Street	2019
E39	GGATE008236	DBA: Stephenson Street	2020
E40	GGATE008237	Field Visit: Stephenson Street	2020
E41	GGATE008238	WB: Stephenson Street	2020
E42	GGATE008241	DBA: Simec Uskmouth Power Station	2020
E43	GGATE007582	DBA: 10 Traston Lane	2021
E44	GGATE008897	DBA: Land Adjacent to Newport Retail Park, Seven Stiles Avenue	2024

Table 2: Gazetteer of monuments recorded within a 500m radius of the site, based on consultation of the Greater London Historic Environment Record

#	PRN	Name	Period
1	GGAT16451g	Newport Docks Landscape	Prehistoric-PM
2	GGAT16455g	Uskmouth Industrial Development Landscape	Prehistoric-PM
3	GGAT03641g	Findspot: Human Cranium, Orb Works	Iron Age
4	GGAT03986g	Findspot: Medieval Object	Medieval
5	GGAT03674g	British Mannesmann Tube Works, Corporation Road	Post-med.
6	GGAT08968g	Derelict Cottage, Mynydd Alltir-Fach	Post-med.
7	GGAT09580g	Seawall, East Bank Road	Post-med.
8	GGAT12028g	Engine House, Alexandra Dock	Post-med.
9	GGAT12029g	Graving Dock, Alexandra Dock	Post-med.
10	GGAT12096g	Buildings at Site of Coldharbour	Post-med.
11	GGAT14685g	Jetty, Powder House Point	Post-med.
12	GGAT14686g	Magazine, Powder House Point	Post-med.
13	GGAT14687g	Light, Powder House Point	Post-med.
14	GGAT14688g	Landing Stage North	Post-med.
15	GGAT14689g	Powder House Point Mooring Bollards	Post-med.
16	GGAT14690g	West Pier, Union Dry Dock	Post-med.
17	GGAT14691g	East Pier, Union Dry Dock	Post-med.
18	GGAT14692g	Union Dry Dock Number 2	Post-med.
19	GGAT14693g	Union Dry Dock Number 1	Post-med.
20	GGAT14694g	Union Dry Docks	Post-med.
21	GGAT14696g	Landing Stage, Harbour Reach	Post-med.
22	GGAT14697g	Pier, Harbour Reach	Post-med.
23	GGAT14698g	Jetty, Cold Harbour Reach	Post-med.
24	GGAT14699g	Landing Stage, Cold Harbour Reach	Post-med.
25	GGAT14700g	Mooring Bollards, Cold Harbour Reach	Post-med.
26	GGAT14701g	Landing Stage, Cold Harbour South	Post-med.
27	GGAT14702g	Pier, Cold Harbour North	Post-med.
28	GGAT14703g	Landing Stage, Cold Harbour North	Post-med.
29	GGAT14710g	Mooring Bollard South, Crow Point	Post-med.
30	GGAT15253g	North Lock & Dock Gate, Alexandra Dock	Post-med.
31	GGAT15254g	South Dock, Alexandra Dock	Post-med.
32	GGAT15255g	Old South/East Lock, Alexandra Dock	Post-med.
33	GGAT15275g	Timber Structure 1, Cold Harbour Reach	Post-med.
34	GGAT15276g	Timber Structure 2, Cold Harbour Reach	Post-med.
35	GGAT15277g	Timber Structure 3, Cold Harbour Reach	Post-med.
36	GGAT15278g	Timber Structure 4, Cold Harbour Reach	Post-med.
37	GGAT15279g	Timber Structure 5, Cold Harbour Reach	Post-med.
38	GGAT15280g	Timber Structure 6, Cold Harbour Reach	Post-med.
39	GGAT15281g	Timber Structure 7, Cold Harbour Reach	Post-med.
40	GGAT15282g	Timber Structure 8, Cold Harbour Reach	Post-med.
41	GGAT15283g	Timber Structure 9, Cold Harbour Reach	Post-med.
42	GGAT15284g	Timber Structure 10, Cold Harbour Reach	Post-med.
43	GGAT15324g	Magazine, Powder House Point	Post-med.
44	GGAT15325g	Mooring Posts, River Usk	Post-med.
45	GGAT15347g	Powder House Light, Powder House Point	Post-med.
46	GGAT15348g	Jetty, Powder House Point	Post-med.

Table 2: Gazetteer of monuments recorded within a 500m radius of the site, based on consultation of the Greater London Historic Environment Record

#	PRN	Name	Period
47	GGAT15349g	Landing stage, Powder House Point	Post-med.
48	GGAT15479g	North Lock Structures, Alexandra Dock	Post-med.
49	GGAT15485g	Group of Workshops, Alexandra Dock	Post-med.
50	GGAT15486g	No.3 Transit Shed, Alexandra Dock	Post-med.
51	GGAT15487g	Customs House, Alexandra Dock	Post-med.
52	GGAT15488g	No.2 Dry Dock, Alexandra Dock	Post-med.
53	GGAT15489g	No.1 Dry Dock, Alexandra Dock	Post-med.
54	GGAT15533g	Ty Coch, St Woolos	Post-med.
55	GGAT15534g	Buildings, Alexandra Docks	Post-med.
56	GGAT15535g	Building, Alexandra Docks	Post-med.
57	GGAT15536g	Union Dry Docks Cottages, Newport	Post-med.
58	GGAT15537g	Pumping House, Newport Docks	Post-med.
59	GGAT15538g	Little Traston, Liswerry	Post-med.
60	GGAT15539g	Great Traston, Liswerry	Post-med.
61	GGAT15628g	Union Footbridge, Newport	Post-med.
62	GGAT15629g	Cold Harbour Mooring Bollard	Post-med.
63	GGAT15630g	Cold Harbour Mooring Bollard 1	Post-med.
64	GGAT15631g	Cold Harbour Mooring Bollard 2	Post-med.
65	GGAT15632g	Cold Harbour Mooring Bollard 3	Post-med.
66	GGAT15633g	Cold Harbour Mooring Bollard 4	Post-med.
67	GGAT15634g	Union Dry Dock Mooring Bollard 1	Post-med.
68	GGAT15635g	Union Dry Dock Mooring Bollard 2	Post-med.
69	GGAT15636g	Union Dry Dock Mooring Bollard 3	Post-med.
70	GGAT15637g	Union Dry Dock Mooring Bollard 4	Post-med.
71	GGAT15638g	Union Dry Dock Mooring Bollard 5	Post-med.
72	GGAT15639g	Union Dry Dock Mooring Bollard 6	Post-med.
73	GGAT15640g	Union Dry Dock Mooring Bollard 7	Post-med.
74	GGAT15641g	Union Dry Dock Mooring Bollard 8	Post-med.
75	GGAT15642g	Union Dry Dock Mooring Bollard 9	Post-med.
76	GGAT15643g	Union Dry Dock Mooring Bollard 10	Post-med.
77	GGAT15644g	Union Dry Dock Mooring Bollard 11	Post-med.
78	GGAT15645g	Union Dry Dock Mooring Bollard 12	Post-med.
79	GGAT15646g	Union Dry Dock Mooring Bollard 13	Post-med.
80	GGAT15647g	Union Dry Dock Mooring Bollard 14	Post-med.
81	GGAT15648g	Union Dry Dock Mooring Bollard 15	Post-med.
82	GGAT15649g	Union Dry Dock Mooring Bollard 16	Post-med.
83	GGAT15650g	Union Dry Dock Mooring Bollard 17	Post-med.
84	GGAT15651g	Union Dry Dock Mooring Bollard 18	Post-med.
85	GGAT15652g	Union Dry Dock Mooring Bollard 19	Post-med.
86	GGAT15653g	Union Dry Dock Mooring Bollard 20	Post-med.
87	GGAT15654g	Union Dry Dock Mooring Bollard 21	Post-med.
88	GGAT15655g	Union Dry Dock Mooring Bollard 22	Post-med.
89	GGAT15656g	Union Dry Dock Mooring Bollard 23	Post-med.
90	GGAT15657g	Union Dry Dock Mooring Bollard 24	Post-med.
91	GGAT15658g	Union Dry Dock Mooring Bollard 25	Post-med.
92	GGAT15659g	Union Dry Dock Mooring Bollard 26	Post-med.

Table 2: Gazetteer of monuments recorded within a 500m radius of the site, based on consultation of the Greater London Historic Environment Record

#	PRN	Name	Period
93	GGAT15660g	Union Dry Dock Mooring Bollard 27	Post-med.
94	GGAT15661g	Union Dry Dock Mooring Bollard 28	Post-med.
95	GGAT15662g	Union Dry Dock Mooring Bollard 29	Post-med.
96	GGAT15663g	Union Dry Dock Mooring Bollard 30	Post-med.
97	GGAT15664g	Union Dry Dock Mooring Bollard 31	Post-med.
98	GGAT15665g	Union Dry Dock Mooring Bollard 32	Post-med.
99	GGAT15666g	Union Dry Dock Mooring Bollard 33	Post-med.
100	GGAT15689g	Mooring Bollard 5, Cold Harbour	Post-med.
101	GGAT15690g	Mooring Bollard 6, Cold Harbour	Post-med.
102	GGAT15691g	Mooring Bollard 7, Cold Harbour	Post-med.
103	GGAT15778g	Mooring Bollard 5, Powder House Point	Post-med.
104	GGAT15779g	Mooring Bollard 6, Powder House Point	Post-med.
105	GGAT15780g	Mooring Bollard 7, Powder House Point	Post-med.
106	GGAT15781g	Mooring Bollard 8, Powder House Point	Post-med.
107	GGAT15782g	Mooring Bollard 9, Powder House Point	Post-med.
108	GGAT15784g	Mooring Bollards, St. Woollos	Post-med.
109	GGAT15844g	Jetty One, Cold Harbour	Post-med.
110	GGAT15845g	Jetty Two, Cold Harbour	Post-med.
111	GGAT15846g	Jetty, Channel Dry Dock	Post-med.
112	GGAT15847g	Jetty One, Eastern Dry Dock	Post-med.
113	GGAT15848g	Jetty Two, Eastern Dry Dock	Post-med.
114	GGAT15851g	Coronation Park Mooring Bollard 3	Post-med.
115	GGAT15852g	Coronation Park Mooring Bollard 4	Post-med.
116	GGAT15862g	Transit Shed Bank Wall	Post-med.
117	GGAT15863g	Transit Shed Mooring Bollard 1	Post-med.
118	GGAT15864g	Transit Shed Mooring Bollard 2	Post-med.
119	GGAT15897g	South Pier, Cold Harbour	Post-med.
120	GGAT15898g	St Woolloos Mooring Bollard 1	Post-med.
121	GGAT15899g	St Woolloos Mooring Bollard 2	Post-med.
122	GGAT15900g	St Woolloos Mooring Bollard 3	Post-med.
123	GGAT15901g	St Woolloos Mooring Bollard 4	Post-med.
124	GGAT15902g	St Woolloos Mooring Bollard 5	Post-med.
125	GGAT15903g	River Usk Landing Stage South	Post-med.
126	GGAT15904g	Cold Harbour Mooring Bollard	Post-med.
127	GGAT15905g	Cold Harbour Mooring Bollard	Post-med.
128	GGAT15906g	Cold Harbour Mooring Bollard	Post-med.
129	GGAT15936g	Beacon, Cold Harbour	Post-med.
130	GGAT16295g	Engine Shed, Newport Docks	Post-med.
131	GGAT16299g	Shed 'Accumulator', Newport Docks	Post-med.
132	GGAT16300g	Workshop, Alexandra Dock	Post-med.
133	GGAT16301g	Building, Alexandra Dock	Post-med.
134	GGAT16302g	Welfare Building, Alexandra Dock	Post-med.
135	GGAT16306g	Shore End of Jetty 15 & 16	Post-med.
136	GGAT16410g	Building I, Newport Dock	Post-med.
137	GGAT16411g	Building II, Newport Dock	Post-med.
138	GGAT16412g	Building, Newport Dock	Post-med.

Table 2: Gazetteer of monuments recorded within a 500m radius of the site, based on consultation of the Greater London Historic Environment Record

#	PRN	Name	Period
139	GGAT16413g	Machine Shop, Newport Dock	Post-med.
140	GGAT16414g	Building, Newport Dock	Post-med.
141	GGAT16415g	Building, Newport Dock	Post-med.
142	GGAT16416g	Workshop, Newport Dock	Post-med.
143	GGAT16417g	Locomotive Shed, Newport Dock	Post-med.
144	GGAT16418g	Workshop, Newport Dock	Post-med.
145	GGAT16419g	Workshop, Newport Dock	Post-med.
146	GGAT16420g	Workshop, Newport Dock	Post-med.
147	GGAT16421g	Shed, Newport Dock	Post-med.
148	GGAT16422g	Boiler House, Alexandra Dock	Post-med.
149	GGAT16423g	Building	Post-med.
150	GGAT16425g	Building, Newport Dock	Post-med.
151	GGAT16426g	Transit Shed No. 5, Newport Dock	Post-med.
152	GGAT16427g	Boat Construction Shed, Newport Docks	Post-med.
153	GGAT16428g	Storage Facility, Newport Docks	Post-med.
154	GGAT16431g	Building, Newport Dock	Post-med.
155	GGAT16432g	South Docks Extension, Newport Docks	Post-med.
156	GGAT16433g	Concrete Dam, Newport Dock	Post-med.
157	GGAT16434g	Wall, Newport Dock	Post-med.
158	GGAT16544g	Norwegian Seamen's Church (Sjømanns Kirken)	Post-med.
159	GGAT16840g	Embankment	Post-med.
160	GGAT10140g	Rectangular Feature, near Traston Road	Undated

2 Site Description

The Site is occupied by Marshalls plc and lies on the E bank of the River Usk in an area of established industrial use located c. 3.16km to the SE of Newport city centre within an area of established industrial use. The Site as a whole comprises a roughly rectangular area of approximately 7.3ha and is occupied by a concrete factory and distribution centre.

The factory building is a large steel-framed structure located in the NW part of the Site and there is a second building of similar construction to the NE with access roads covering the site. The Eastern Dry Dock and E bank of the Usk lies immediately to the S with dense vegetation and mature trees and an embanked railway line to the N. The site boundary is secured by metal palisade fencing and concrete walls.

The specific Site area is given as 0.79ha and the area is largely hard-surfaced and at present in use as a vehicular roadway.

The Site lies within The Levels Archeologically Sensitive Area as defined by Newport City Council with an area of proven archaeological potential comprising an area of low-lying estuarine alluvial wetland and intertidal mudflats around the River Usk estuary on the N side of the River Severn. This area of reclaimed coastal alluvium is

considered to represent 'a uniquely rich archaeological and historical resource' comprising a waterlogged estuarine environment of proven potential to contain extensive multi-period archaeological and palaeoenvironmental deposits, potentially dating from the Palaeolithic period.

There are no World Heritage Sites, Registered Battlefields, Registered Parks and Gardens, Scheduled Monuments, Conservation Areas or Listed Buildings within the study area.

2.1 Soils & Geology

The British Geological Survey (BGS 2024) lists the underlying solid geology of the application site as Mercia Mudstone Group (mudstone), a sedimentary bedrock formed approximately 201 to 252 million years ago in the Triassic Period, in a local environment previously dominated by hot deserts. Superficial deposits of Tidal Flat Deposits (clay and silt) are also present across the Site. These superficial deposits can be formed up to 2 million years ago in the Quaternary Period, though more specifically these are recorded as dating to the Holocene Epoch and relate to deposits formed in a local environment previously dominated by shorelines.

Geo-technical investigations undertaken across the Site, including boreholes and window samples, encountered made ground deposits varying from 1/ dark grey gravelly fine to coarse sand from ground level to 0.3mbgl to 1.2mbgl, 2/ dark brown gravel of mudstone and chert from 0.19mbgl to 0.7mbgl and 3/ firm, dark brown gravelly clay of minor constituents including mudstone and brick from 0.2mbgl to 0.4mbgl.

3 Historical & Archaeological Background

In order to determine the full archaeological and historical context of the Site, BA commissioned a search of Glamorgan-Gwent Environment Record (HER) to be carried out within a 1km search radius, the results of which are presented in a series of maps and tables (*Figs. 3 & 4; Tables 1 & 2*). An Archaeological Desk-Based Assessment (ADBA) was previously undertaken by WYG as part of the planning application process (Turner 2023) which was also based on the consultation of the Glamorgan-Gwent Environment Record (HER) and other relevant sources. The following is a summary of the information contained therein.

3.1 Prehistoric

The Gwent Levels are of proven potential for the discovery of significant prehistoric remains of national or international importance which include the well-known Mesolithic footprints, as well as later prehistoric wooden dwellings and trackways. However no archaeological assets of an early prehistoric date are recorded within the study area, the only entry recorded of a potentially prehistoric date on the GGAT HER being a human cranium found at the Orb Works to the NW of the Site and potentially of Iron Age date (GGAT03641g).

3.2 Romano-British

Whilst the area is one of known significant Romano-British archaeology, no finds dating to this period are recorded on the GGAT HER.

3.3 Early Medieval

It is thought that medieval settlement at Newport was established in the 5th or 6th century AD with the foundation of a Church of St. Gwynllyw near Stow Hill (St. Woolos), although supporting evidence is limited. There does, however, appear to have been a small Saxon-influenced settlement at Newport by the 10th century and the probable site of a timber motte-and-bailey castle established around the time of the Norman Conquest. However, no assets of early medieval date are recorded in the GGAT HER dataset within the study area.

3.4 Medieval

A township was in existence by the 12th century and a charter of 1132 refers to a Nova Burgus adjacent to the River Usk, understood to refer to the settlement at Newport and during this period the sea walls were re-built, and a new drainage system established. Goldcliff and Nash were granted to Goldcliff Priory and the higher coastal parts of this area were reclaimed by the late 11th/early 12th century, with lower-lying areas inland enclosed and drained by the 13th/14th century. The study area and the development site are anticipated to have been included in this area of reclamation and enclosure. A medieval findspot (GGAT03986g) is recorded on the north-east corner of the study area.

3.5 Post Medieval to Modern

From an area that was largely agriculture during the period up to the 19th century, the area around the Site underwent significant development with the construction of the Union Dry Docks (GGAT14694g) and the Eastern Dry Dock (GGAT15847g, GGAT15848g) to the S of the Site. Industrialisation of the former farmland began in 1897 with the opening of the Orb ironworks and then construction of the Transporter Bridge which opened in 1906 which allowed ships unimpeded passage along the river. Further industrial development occurred with the opening of a tube mill to the S of the ironworks in 1922. More recently, steelmaking and the port formed the basis of the economy followed by a decline in heavy industry from the late 1970s (Turner 2023).

There are three assets recorded within the study area which date from the Industrial to Modern period. Part of the Industrial period sea walls are recorded on early OS mapping (GGAT09580g). This seawall ran along the side of the Usk and bordered the Site on its south-east and eastern edges. A derelict cottage (GGAT08968g) recorded from early OS mapping is located on the N edge of the study area, whilst the site of a 20th century British Mannesmann Tube Works on Corporation Road is located to the S (GGAT03674g).

4 Aims & Objectives

The principal aim of the Archaeological Observation is to locate and record any archaeological finds, features, or deposits within the groundworks area and to confirm that no impact on the archaeological resource occurs during the course of the groundworks without the implementation of this proposed programme of archaeological work.

In accordance with the proven archaeological and paleoenvironmental potential of the study area, the work will also aim to:

- Identify and understand as far as possible the nature, depth, extent, date, character and relationship of any identified features and to preserve by record the archaeological remains that will be impacted by the proposed development;
- Secure the analysis, conservation and long-term storage of any artefactual or eco-factual material recovered;
- Integrate the results into the wider historic and archaeological landscape;
- Compile an accurate record of any archaeological deposits encountered and to disseminate the results to appropriate organisations, including the Historic Environment Record;
- Provide a clearer understanding of the level of activity within the footprint of the proposed development as defined (*Figs. 1 & 2*).

In addition, the results will be integrated into the wider historical and archaeological context of the landscape and address, where applicable, the research aims set out in *A Research Framework for the Archaeology of Wales* (<https://www.archaeoleg.org.uk/index.html>). In view of the concentrated multiperiod character of the

archaeological resource, with evidence of human activity extending from the Mesolithic period to the present, there is clearly potential to address a broad range of framework themes.

5 Methodology

All archaeological site works will be undertaken in accordance with BA's *Archaeological Field Recording Manual* (2023) and accepted professional standards, including *Standard for archaeological monitoring and recording* (ClfA 2023a), *Universal guidance for archaeological monitoring and recording* (ClfA 2023b) and *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (ClfA 2020a). BA abides by the requirements of the *ClfA Code of conduct: Professional ethics in archaeology* (2022) and *Toolkit for Recording Archaeological Materials* (<https://www.archaeologists.net/toolkits/finds-recording>) and is cognisant of project management advice set out in *Management of Research Projects in the Historic Environment (MORPHE): The Project Managers' Guide* (Historic England 2015).

ClfA (2023a) provides the following definition:

Archaeological monitoring and recording is a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an inter-tidal zone or under water. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ.

5.1 Site Specific

The proposed groundworks are situated within an area of hardstanding and buildings.

The archaeological investigation will consist of the continuous observation of the removal of hardstanding and the made ground deposits which are known to occur across the Site to depths of c. 1mbgl, followed by the investigation and recording of any archaeological features that are revealed during the course of any requisite groundworks extending beyond the made ground. If archaeological features are encountered, works will be halted to define and record areas of archaeological interest in accordance with the GGAT recommendations (Ref. NEW1631/RD) .

Should at-risk remains of high value be revealed, BA will inform the APA and Client immediately. Any such areas of identified archaeology will be cordoned-off from machine movement pending more intensive archaeological recording, for which reasonable time will be allowed, provided circumstances are such that the archaeology is safely accessible.

Where archaeological deposits are identified for further investigation, exposed surfaces will be cleaned by hand and planned using a Total Station (TS) and/or survey-grade GPS, where appropriate and practicable, prior to investigation and recording, which will be carried out according to established criteria for the investigation of archaeological remains, with all relationships between features or deposits investigated and recorded.

Within significant archaeological levels containing high value deposits and features, excavation will proceed by hand to establish the date and character of any archaeology and to undertake palaeoenvironmental sampling. The partial excavation or half-sectioning of features and deposits, sampling, the recovery of material for dating and in order to determine function and the cleaning and recording of structures is considered preferable to full excavation. The full excavation and/or removal of deposits will be agreed with the GGAT during a Site monitoring meeting, as will the treatment of any archaeological deposits considered worthy of preservation *in situ* so as to agree a strategy for preserving or recording them.

Naturally occurring layers and features, such as peat, alluvium, geoarchaeological deposits and palaeochannels, will be investigated. This is particularly likely when the deposits contain well-preserved biological remains and/or were laid down during periods of archaeological interest.

A metal detector may be used throughout the programme of works as considered necessary. No unauthorised metal detecting will be permitted anywhere within the Site area and all such activity will be carried out in accordance with BA's *Metal Detecting Policy* (2025) incorporating Historic England and Portable Antiquities Scheme guidance.

Any variation to the this WSI will be agreed with the GGAT before a revised programme of work is implemented.

All BA staff are suitably qualified and experienced to discharge their project roles effectively, are fully cognisant of aims and methodologies and are suitably equipped to undertake the work.

5.2 Recording

The following reference numbers have been assigned to this fieldwork project:

- Site Code: DDN25.
- PRN Number: E009014.

Full written, graphic and photographic records will be made in accordance with BA's *Archaeological Field Recording Manual* (2023) and with established professional standards and practice, including paragraph 3.7 of *Universal guidance for archaeological monitoring and recording* (CIfA 2023b, 6).

Records will include:

- A *pro-forma* context record for each stratigraphic unit examined;

-
- A full graphic record of all excavated areas, with the primary record consisting, where practicable and strictly within established safety parameters, of hand-drawn plans and sections (produced on gridded, archive-stable polyester film), to show the extent of the area, the extent of all stratigraphic units and appropriate detail within stratigraphic units at scales of 1:50, 1:20 and 1:10, or as appropriate depending on the complexity to be recorded. All levels will relate to Ordnance Datum. Drawings will be numbered and listed in a drawing register cross-referenced to the written record.
 - Temporary Benchmarks (TBMs), which will be established as required.
 - Survey using a Global Positioning System (GPS) and/or Total Station (TS) where appropriate.
 - A detailed photographic record of all stratigraphic units and representative photographs showing the progress of archaeological work. The record will be made using a high-resolution digital camera (20 MPX) and comprise photographs of archaeological features and appropriate groups of features and structures. The initial photograph of each recorded feature will include a N arrow and appropriately sized scales. All photographic records will be indexed and cross-referenced to written records. Details concerning subject and direction of view will be maintained in a photographic register, indexed by frame number.
 - Deposits potentially containing palaeoenvironmental/palaeoeconomic data will be sampled according to the strategy detailed in Section 5.4 of this document.

The progress of the works will be recorded and assessed using the Company's ISO 9001 procedures.

5.3 Recovery, Processing & Curation of Artefactual Data

Finds are herein defined as...

...all artefacts, building materials, industrial residues, environmental material, biological remains (including human remains) and decay products (ClfA 2020a, 3).

In accordance with ClfA *Standard and guidance for the collection, documentation, conservation and research of archaeological materials* (2020a) and *First Aid for Finds* (Watkinson & Neal 2001), all such materials will be labelled with the Site Code and context number before being removed off-site; they will be stored in accordance with *First Aid for Finds* (*ibid.*) and with Historic England technical standards and other relevant sources of information, including standards for data-gathering set out by Brown (2011a, 18-20). Each retained assemblage will be examined according to typological or chronological criteria and conservation needs identified, with all ceramics referenced to the county type fabric series.

Kate Smith MA ACIfA, Post-Excavation Manager: Performance Delivery, will contact the will contact the nominated museum for any specific guidance requirements in respect of the collection and subsequent archiving of finds. Decisions regarding selection and retention of archaeological materials are generally made at the pre-analysis stage and are informed by principles set out by Brown (2011a, 23), which in essence specify that the process should be sufficient...

...to produce a project archive that allows a full re-examination and interpretation of all the results of the project whilst avoiding replication, repetition or the retention of materials not germane to future analysis.

BA refers additionally to *Selection, Retention and Dispersal of Archaeological Collections: Guidelines for use in England, Wales and Northern Ireland* (Society of Museum Archaeologists 1993) and the *ClfA Toolkit for Selecting Archaeological Archives* (2019).

5.3.1 Conservation requirements

Janice McLeish MA (Hons.) ACIfA, Director: Post Excavation Services, will supervise on-site conservation for the lifting and treatment of fragile objects.

Post-excavation conservation work, including cleaning sensitive finds, will be carried out by BA's conservator and/or York Archaeological Trust (YAT).

Finds will be appropriately packaged and stored under the direction of BA's on-site conservation specialist (See Appendix 1 for details). X-ray photographs of archaeological metalwork will be produced off-site by YAT.

5.3.2 Treasure

All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the APA, Client, the local Finds Liaison Officer (FLO) and HM Coroner. If the finds cannot be removed from Site the same day as discovery, provision against theft will be taken. A Treasure Receipt will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. The Treasure Receipt and Report will include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.

5.4 Recovery & Assessment of Palaeoenvironmental/Palaeoeconomic Data

Samples for palaeoenvironmental/palaeoeconomic purposes will be collected, where appropriate and practicable, according to guidance set out by Historic England in *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd Edition; Campbell, Moffett & Straker 2011).

Samples of at least 40ℓ will be taken wherever possible and practicable using numbered sample buckets of 10ℓ capacity.

Processing will be undertaken by BA at its Palaeoenvironmental Processing Facility under the supervision and direction of Amy Bunce BSc MA MCIIfA, Director: UK Operations & Palaeoenvironmental Sciences. This assists on-site guidance for sampling purposes and the ability to 'rush' samples to quickly determine their archaeoenvironmental potential whilst still under excavation; this will inform whether additional samples are taken.

Wherever practicable, at least 40% or 100% of each sample (both dry and waterlogged) will be processed by flotation using Siraf-style tanks with a 500µm retent mesh and 250µm flot sieve as standard, with smaller retent meshes to 250µm considered where carbonised material is less likely to float. Heavily waterlogged samples will be considered for analysis without prior processing by flotation.

Retents will be initially scanned by magnet to retrieve archaeometallurgical debris such as flake and/or spheroidal hammer scale. A sieve bank will be used to facilitate visual sorting with the smaller fractions sorted by means of magnifying lamp and/or illuminated stereo zoom microscopy. Non-archaeological, -archaeobotanical, -archaeosteological and -archaeometallurgical material will be disposed of on site. Retents that are particularly rich in carbonised material may be re-floated once dry to assist the separation of archaeobotanical material.

Flots will be sorted using an illuminated stereo zoom microscope, which will have a trinocular head for digital microscopic photography where necessary. Charcoal will only be subjected to species identification where the contextual information suggests it would be advantageous in addressing aims set out in *A Research Framework for the Archaeology of Wales* or in terms of national research strategies. Archaeological, archaeobotanical, archaeosteological and archaeometallurgical material from flot and retent will be retained as part of the Site assemblage.

Sorting and identification of macro-botanical remains will use an in-house reference collection of botanical material, in conjunction with the consultation of academic, specialist reference books.

5.4.1 Other environmental sampling

Other environmental sampling, e.g. coring and monoliths for pollen, foraminifera, testate amoeba, diatoms etc., will be undertaken under the guidance of the specialist carrying out the further analysis.

Residue analysis on materials such as ceramics will be advised by the finds department.

Potential further investigation of environmental material, e.g. isotope analysis on bone or teeth, will be dependent upon discovery and will only be considered as part of the post-excavation analysis stage.

5.4.2 Sampling for scientific purposes

A range of scientific dating methods may be employed, as appropriate. In addition to techniques such as ¹⁴C and dendrochronology, dating methods applied to inorganic materials exposed to firing or burning may be used, e.g. thermo-luminescence for ceramics, flint artefacts and hearth stones, and archaeomagnetic dating for fired structural remains, such as furnaces and kilns and possibly domestic hearths and ovens.

As luminescence and archaeomagnetic dating will require a specialist Site visit, this will be arranged by BA at the earliest possible opportunity if suitable features are encountered.

5.4.3 Waterlogged wood

Waterlogged wood will be treated in accordance with *Waterlogged Wood Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (Brunning & Watson 2010) and left *in-situ* where this is practical and its long-term preservation is achievable.

5.4.4 Building materials

Samples of construction materials including masonry, brick, roof tile, floor tile, wall-tile and hypocaust elements will be recovered for assessment of their potential to assist in the analysis of building palaeo-technology.

5.4.5 Faunal Remains

Animal bone will be collected and assessed in accordance with *Animal Bones and Archaeology: Guidelines for Best Practice* (Historic England 2014) and *Animal Bones and Archaeology: Recovery to archive* (Baker and Worley 2019).

5.4.6 Geoarchaeology

Buried soils and sediment sequences considered to reflect the pedology of the Site will be analysed for information on Site formation processes. Highly significant, well-preserved remains, when encountered, will be investigated in a considered manner in order to assess the archaeological stratigraphy. Geoarchaeological works will in general aim to understand how deposits were initially laid down and subsequently modified through time (Canti & Corcoran 2015).

5.5 Human Remains

Should human remains be discovered, BA will inform the APA and the Client, the remains being covered, protected and left *in situ* in the first instance, although graves will be scanned by metal detector to assess whether any grave objects are likely to be present.

BA is cognisant of the deliberations by the Ministry of Justice (MoJ) in 2011 in respect of Section 25 of the Burial Act 1857 (Amended 2018) and any arrangements regarding the discovery of human remains will be at the discretion of HM Coroner, whose instructions/permission will be sought.

Any recording of such remains will be in accordance with *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017) using BA's *pro-forma* Skeleton Recording Sheet and Coffin Recording Sheet.

All human remains to be removed will be subject to the appropriate MoJ licence, environmental health regulations and coroner information, with adequate security provided. Assessment and analysis, where required, will be undertaken by the nominated osteology specialist (see Appendix 1) and will include a statement for the final deposition of the assemblage, together with options for reburial.

Human bone assemblages are treated at all times with due reverence and in accordance with the following guidelines:

- *Excavation and post-excavation treatment of cremated and inhumed human remains* (McKinley & Roberts 1993);
- *Guidelines to the Standards for Recording Human Remains* (Brickley & McKinley 2004);
- *Human Bones from Archaeological Sites: Guidelines for producing assessment documents and analytical reports* (Mays et al 2004);
- *Science and the Dead: A guideline for the destructive sampling of archaeological human remains for scientific analysis* (APABE; Mays et al. 2013);
- *Guidance for best practice for treatment of human remains excavated from Christian burial grounds in England* (2nd Edition; APABE; Mays 2017);
- *Updated Guidelines to the Standards for Recording Human Remains* (Mitchell & Brickley 2017);
- *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (Mays et al. 2018);
- *Burial Law and Policy in the 21st Century: The way forward* (MoJ 2007);
- *Statement on the exhumation of human remains for archaeological purposes* (MoJ 2011).

Where analysis of remains is undertaken, arrangements will be made for re-interment in full consultation with all relevant parties. Health and safety measures with regard to disease are strictly adhered to.

Where appropriate, the results of any osteological analysis may be submitted to Historic England for inclusion on the database of human skeletal remains.

6 Archive Review & Post-Excavation Assessment

A review will be carried out by the Site manager upon completion of Site works to comprise an audit of all archaeological materials recovered. Dependent upon the fieldwork results, assessment of the nature, date and significance of the stratigraphic, artefactual and palaeoenvironmental evidence may be undertaken by BA's nominated specialists, as detailed in Appendix 1 of this document. This will be consistent with *Standard for archaeological monitoring and recording* (ClfA 2023a) and *Universal guidance for archaeological monitoring and recording* (ClfA 2023b).

Where it has been agreed in consultation with Heneb: Glamorgan-Gwent Archaeology, materials identified at assessment as appropriate for further analysis will be processed by the relevant specialists and the resultant research archive will be checked and ordered according to *MoRPHE* criteria (Historic England 2015). Any such additional analysis will be undertaken as part of an Updated Project Design (UPD) to inform eventual publication.

7 Archive Preparation

The archive will be assembled in accordance with specific deposition 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), *Archaeological Archives: Selection, Retention and Disposal guidelines for Wales* (NPAAW 2019) and with guidance contained in *Standard and Guidance for the creation, compilation, transfer and deposition of archaeological archives* (ClfA 2020b). Archiving will be consistent with advice detailed in *Guidelines for the preparation of excavation archives for long-term storage* (Walker 1990), *Standards in the museum care of archaeological collections* (Paine 1993), *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* (Brown 2011a) and *Safeguarding Archaeological Information: Procedures for minimizing risk to undeposited archaeological archives* (Brown 2011b).

BA is also cognisant of ClfA's online Toolkit for Selecting Archaeological Archives (<https://www.archaeologists.net/selection-toolkit/toolkit/>) resource, the aim being to create an archive that is *...fit for purpose and contains well organised records and materials that have the potential for re-use, further research, and/or other curatorial use, that will add to our archaeological understanding.*

NPAAW (2017) contains the following definitions:

An archaeological archive comprises all records and objects recovered during an archaeological project and identified for long-term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and the associated written and visual documentation in paper, film and digital form.

An archaeological project is any programme of work that involves the collection and/or production of information about an archaeological site, assemblage or object in any environment, including in the field, under water, at a desk or in a laboratory. Examples of an archaeological project include... non-intrusive projects such as landscape or building survey... and off-site research such as desk-based assessment and the recording of objects or object assemblages. The re-investigation of archives in curatorial care also constitutes an archaeological project.

The archiving process will adhere as appropriate to the Checklist of Archaeological Archiving Tasks and Roles within an Archaeological Project (NPAAW 2017).

All records created during fieldwork will be checked for consistency and accuracy and will form part of the Site archive. This archive will contain all data collected and other specialist materials and will be ordered, indexed, adequately documented, internally consistent, secure, quantified, conforming to standards required by the archive repository and signposted appropriately to ensure future use in research, as detailed in the *Management of Research Projects in the Historic Environment* (Historic England 2015). Indexing will include a plan showing the location and reference number of sections, with photograph locations and directions of view.

BA will obtain copies of the Historic Environment Record (HER) Deposition Guidance and HER Depositor Licence from the HER Officer before any reports or archives are submitted to the HER.

7.1 Deposition

The paper and digital archive will be deposited with the National Monuments Record (NMR), RCAHMW to include a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. NMR Digital archives will follow the standard required by the RCAHMW (RCAHMW 2015). A copy of the digital archive only will also be lodged with the HER.

Artefacts recovered during the recording process will be deposited with the nearest regional or county museum and the museum will be contacted in advance for their archiving and deposition guidelines. The artefacts will be deposited together with a copy of the Site report to include a detailed list of all artefacts recovered. Where no regional deposition location exists, BA will retain the artefactual archive until it can be transferred to an approved deposition location.

8 The Report

Reporting will be consistent with ClfA guidance for archaeological monitoring and recording. The specific requirements of the report(s) will necessarily vary according to the scope of works, the nature of the results and/or other factors. The report(s) will be fully representative of the information gained from any documentary research, archaeological fieldwork and post-excavation analysis that has being undertaken and reference current relevant research objectives in Wales. The report will as a minimum contain the following elements:

- Non-technical summary in both Welsh and English;
- Introduction;
- Site location;
- HER Enquiry Number and Event number;
- Archaeological Background;
- Watching brief;
- Conclusions;
- Archive content list and archive deposition location and timing statement;
- Data Management Plan and Archive Selection Strategy Statement;
- References;
- Plan, elevation and section figures;
- Appropriate appendices on archives and finds.

A digital copy of the report (in PDF/A format) will be sent initially to the client and GGAT (Heneb: Glamorgan-Gwent Archaeology). On approval Project data will be submitted and approved for inclusion in the GGAT HER (<https://heneb.jotform.com/242893088003963>), via HEDDOS (<https://cpat.org.uk/heddos.htm>). The full digital archive will additionally be sent and accepted by the National Monuments Record, RCAHMW or the Archaeology Data Service (ADS).

Copies of the report will be deposited with the Trust and the HER. If appropriate, a short report will be published in *Archaeology in Wales* and a summary report offered to the Editor of *Monmouthshire Antiquary* for wider dissemination.

9 Public Engagement and Outreach

Where appropriate to the circumstances of the project and provided the necessary agreements and robust Health & Safety measures are in place, a programme of public engagement is being arranged to be delivered in an appropriate format through consultation with the APA, local community and wider audiences throughout the life of the project.

10 Staff & Timescales

Staffing and a proposed onsite start date will be advised in due course.

Amy Bunce BSc MA MCI(A) (Director: UK Operations & Palaeoenvironmental Sciences) will provide overall technical and editorial guidance to all constituent aspects of the works programme.

The programme of Archaeological Observation will be dependent on the timetable of the groundwork's contractor, as well as ground/weather conditions. BA aims to produce the report within eight weeks of the completion of Site works, subject to any delays caused by post-excavation procedures. It is currently anticipated that archive deposition will take place prior to 2026.

11 Border Archaeology Operating Standards & Arrangements

All projects are carried out in accordance with the Company's *Archaeological Field Recording Manual* (2023) and with *Universal guidance for archaeological monitoring and recording* (CIfA 2023b).

A pre-works risk assessment will be completed and lodged in the Site Health & Safety File. Site reporting procedures are completed daily.

George Children MA MCI(A) retains overall responsibility for the qualitative elements of the project.

12 Monitoring

The Site will be subject to monitoring by the APA who shall be given two weeks notification of the start date. The progress of the work will be monitored through either Site visits or remote communications.

BA will advise the APA of the project's progress on a regular basis and notify them at the earliest opportunity of any unexpected discoveries, especially where there may be a need to vary the project.

All issues of a technical nature should be addressed in the first instance to Amy Bunce BSc MA MCIfA.

13 References

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14 Appendix 1: Specialists

The following specialists have been appointed to provide, where required, sampling, consulting, analysis & reporting services:

1. Geoarchaeology: Rob Batchelor BSc PhD MCI fA Director Quest University of Reading; ARCA, University of Winchester;
2. Pottery: Emily Edwards BA PgDip Freelance Specialist, Rob Perrin M.Litt MCI fA FSA Freelance Specialist, Jo Mills Freelance Specialist, Paul Blinkhorn BTech (Hons) Freelance Specialist;
3. Coins: Peter Guest BA PhD University of Cardiff;
4. Flint: Rebecca Devaney MA ACI fA Freelance Specialist;
5. Petrological Analysis: Imogen Wood BA MA PhD;
6. Glass: Nicola Powell MA MCI fA Freelance Specialist;
7. Clay Tobacco Pipes: Nicola Powell MA MCI fA Freelance Specialist;
8. Leather and Metal Objects: Quita Mould Barbican Research Associates;
9. Archaeometallurgy: Gerry McDonnell BSc PhD Gerry McDonnell Archaeometals;
10. Glass Working: John Shepherd BA FSA MCI fA Freelance Specialist;
11. Artefact & Materials Conservation: Ian Panter York Archaeological Trust;
12. Building Materials: Katherine Crooks BA PGCE Pottery Specialist Border Archaeology Ltd;
13. Worked Stone: Ruth Shaffrey BA PhD MCI fA Freelance Specialist;
14. On-Site Conservation: Janice McLeish MA ACI fA Border Archaeology Ltd;
15. Faunal Remains: Matilda Holmes BSc MA PhD ACI fA AFHEA Freelance Specialist & Janice McLeish MA ACI fA Director: Post Excavation Services Border Archaeology Ltd & Clare Rainsford Freelance Specialist;
16. Human Remains: Malin Holst HND BA MSc MCI fA York Osteoarchaeology Ltd;
17. Archaeobotanical, Charcoal & Wood ID: Amy Bunce BSc MA MCI fA Director: UK Operations & Palaeoenvironmental Sciences Border Archaeology Ltd.

Other specialist suppliers will be sourced, if deemed appropriate; suitable management time will be expended to ensure that such external suppliers' work complies with accepted national guidance.

15 Appendix 2: Data Management Plan Border Archaeology Digital Data
Management Plan (DMP) v.3.3

Version	Insert date	Initials of the editor
1	1 st August 2025	GC

15.1 Section 1: Project Administration

Project BA Number:	BA25118EDDN
Site Code:	DDN25
OASIS ID:	-
PRN number:	E009014
Accession number:	TBC
Project Brief:	NA
Planning Ref:	NA
Additional Unique Identifiers: (e.g. DOI number for ADS Grey Literature Library)	-
Project Name/Location/Scheme number: Eastern Dry Dock Corporation Road Newport NP19 4RE August 2025	
Project Description: (nature of the project / key techniques) Border Archaeology (BA) has been instructed to carry out a programme of Archaeological Observation (AO; controlled watching brief)	
Investigation Techniques: (purpose of the investigation) Archaeological Observation	
Project Funder/Client:	Marshall's Mono Limited
Project Manager:	Amy Bunce Director: UK Operations & Palaeoenvironmental Services
Site Manager:	Amy Bunce Director: UK Operations & Palaeoenvironmental Services
Data Contact Person:	Kate Smith Director: Performance Delivery

15.2 Section 2: Data Collection

15.2.1 What data will you collect & create? How will the data be collected or created?

Methods of data collection are specified within the Written Scheme of Investigation (WSI) and will meet the requirement set out in the organisation's *Archaeological Field Recording Manual* (2023) and the relevant ClfA standards and guidance; they are defined against ADS Guides to Good Practice.

The table below provides a summary of anticipated data types, formats and estimated volume for this project. This table will be updated as the project progresses.

Documents and Reports	Word (.doc); PDF; PDF/A	1 PDF/A 2411KB
Photographs and images	Our baseline standard is jpeg but we are guided by CA's etc. and then use tiff. or raw accordingly	e.g.75 images (381 MB (399,744,694 bytes)
Maps and Plans	AutoCAD (.Dwg); Illustrator (.ai);	Final export: Jpeg for inclusion in report
Spreadsheets	Excel (.xls); (.xlsx)	N/A
GIS	QGIS; ArcGis	
GIS (Research data)	NB GIS data "bought in" for research reports will not be deposited as it is not our data.	N/A
Geophysics	We outsource all geophysics	N/A

Please note: that this reflects the total digital data for the Working Project Archive, not the archived selection of project (Preserved Archive).

15.2.2 Where will the working project archive be stored?

The Working Project Archive will be stored in a project specific folder on the internal organisational server. The server is backed-up by our professional IT provider.

15.2.3 File naming conventions

File naming conventions follow established organisational procedures.

15.2.4 Quality assurance

Instruments and cameras used in the collection of data are calibrated prior to use and checked to ensure that they are in full working order.

All Site records and data collected will be checked during Project Delivery.

15.3 Section 3: Documentation & Metadata

15.3.1 What documentation & metadata will accompany the data?

Total station data/Digital location data is used for most projects (excluding AOs). The data is exported and transferred to our Illustrations Department.

Digital images captured during an archaeological programme of work are downloaded as soon as practicable from the camera memory card onto our internal server.

This is especially important for those sites that:

- are large ongoing sites with multiple cameras;
- stop/start sites where more than one Site Manager may be involved.

The paper Photographic Record form is completed every time a photograph is taken. This register will include the make and model of the camera, the initials of the individual(s) who took the image, date and details of the area photographed.

15.3.2 Post Fieldwork Summary

As soon as fieldwork is completed the Site manager completes an Archive Review Form (ARF), which provides an initial “snapshot” of the results of fieldwork. It quantifies the Site paperwork, the unprocessed finds and samples collected and the number of digital images taken.

The Site archive then undergoes a review by the field staff. The finds and samples are delivered to our Post Ex department. Digital images are uploaded to the internal server, if not already within the job folder. We retain the SD card until the archive is deposited.

The paperwork will be checked/audited prior to writing the report. The Site manager will review the digital images and make an initial selection of those that warrant inclusion in the report and/or inclusion within the Preserved Archive. No images will be deleted at this stage.

15.4 Section 4: Ethics & Legal Compliance

15.4.1 How will you manage Ethical, Copyright and Intellectual Property Rights (IPS) Issues?

Copyright for all data collected by the Project Team belong to Border Archaeology.

Formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.

Personal data will be removed from the archaeological project archive and permission to include individual's names in any report is obtained prior to use.

15.5 Section 5: Storage & Backup

15.5.1 How will the data be stored, accessed & backed-up during the research?

The **Working Project Archive**: -

Site specific SD cards will be retained until the Site archive has been deposited, at which point they will be recycled.

Downloaded data will be stored in a project specific folder on the internal organisation server.

- The server operates on permission-based access.
- The server is accessible by permitted staff on and offsite through secure log in.

Where internet access for data backup is not possible, the raw data will be backed up to a separate media device (such as a laptop and portable external hard drive).

15.5.2 Organisational Server

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 support access to security copies as required).

The internal organisation server is backed up daily by our external data management provider. They ensure that there is sufficient storage space for our digital collection.

Any "archived" data removed from the server is kept in two locations away from the main office.

15.6 Section 6: Selection & Preservation

15.6.1 What should be retained, shared &/or preserved?

The Selection Strategy and DMP are reviewed and updated during the PEX Archiving process and with results from specialist reporting.

Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the APA, Client, Museum, ADS).

Selection will be informed by the WSI, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.

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 15.2 and 15.3 of this DMP.

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

It is understood that the reasons for selection of particular digital components will vary from project to project and will take into consideration the project aims as stated within the WSI, the significance of the results, research potential of the results, research framework requirements and relevant museum guidelines.

As with other aspects of an archaeological archive, it is unlikely that all digital files generated during an archaeological project will be retained as part of the deposited digital archive (Preserved Archive).

Consequently, a project specific Selection Strategy will be implemented: -

External dissemination of the digital archive will be with a CoreTrustSeal certified online depository (most likely the Archaeology Data Service (ADS)) if specified by Museum, APA/HER, etc., guidance, the components of which will be determined by the relevant museum deposition guidelines and correspondence with the necessary stakeholders.

- Therefore, all final reports generated from interventive programmes of work will be uploaded to **OASIS V** following approval by principal project stakeholders- client and APA/HER.
- If appropriate, digital images and supporting documentation will be uploaded to **ADS-Easy** to complement grey literature reports.
- Research reports *may* be deposited on OASIS but only under the direction of the APA/HER, museum curator, etc.

BA will not preserve all digital files from the Working Project Archive on their internal company servers indefinitely.

- Internal preservation of selected digital data on BA's internal server will conform to internal Selection and Deselection standards¹.

15.6.3 Have you contacted the data repository?

The relevant museum will be contacted in the early stages of the project to request an accession number; to confirm current deposition guidelines (unless already contacted within the previous 3 months) and to establish current deposition costs.

The deposition guidelines will be consulted to confirm the situation with regard to the digital archive component and whether this should be deposited with a trusted digital repository.

¹ BA Selection and De-selection Guidance 2021

If the investigation establishes that the Site is negative, the APA and Museum etc. will be contacted to establish whether this can be an OASIS only deposition.

15.6.4 Have the costs of archiving been fully considered?

Sufficient resources to allow for the preparation of the archive, and the cost of deposition of the physical and digital archive have been included in the project budget. A costing estimate may be produced for more complex sites, using the ADS Costing Calculator.

15.7 Section 7: Data Sharing & Accessibility

15.7.1 How will you share the data & make it accessible?

Presuming no conflicts with client confidentiality, a summary of the project will be included on the OASIS Index of Archaeological Investigation and 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: Project Brief; Written Scheme of Investigation; Final Report; Journal Submission.

A final version of the project report will be supplied to the Historic Environment Record via OASIS, and any data which they request can also be provided directly.

The location(s) of the final Archaeological Archive will be added to OASIS when appropriate.

The ADS will disseminate the digital elements of the Archaeological Archive online under a creative commons licence and the dataset will receive a unique identifier (DOI).

15.7.2 Any restrictions of data sharing required?

In certain situations, 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.

15.8 Section 8: Responsibilities

15.8.1 Who will be responsible for data management?

The Project 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 are the responsibility of the Project Team, assured by the Project 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 Archives Officer, 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 WSI.

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