



Heneb

Caerleon Comprehensive School, Caerleon, Newport

**Written Scheme of Historic Environment Mitigation
for an archaeological watching brief**

Newport City Council Planning App. No. 25/0748

19 January 2026

Heneb – The Trust for Welsh Archaeology

Project No. LD25-006

Report No. 2025/046

NGR ST 33409 90642



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Summary

Planning application 25/0748 Full has been granted with conditions by the Newport City Council for 'Placement of Temporary Sports Hall' at Caerleon Comprehensive School, Cold Bath Road, Caerleon, Newport, NP18 1NF.

Condition no. 3 of Consent requires a written scheme of historic environment mitigation (WSHEM) to be submitted by the applicant and approved by the local planning authority prior to the start of development works.

Heneb: The Trust for Welsh Archaeology, have been commissioned by the client to prepare the WSHEM.

The Scheme allows for an archaeological watching brief to be carried out during any groundwork phases required for the development, with detailed contingency arrangements, including the provision of sufficient time and resources to ensure that any archaeological features or finds are fully investigated and recorded.

It also includes provision for any sampling that may prove necessary, post-excavation recording and assessment and reporting, and possible publication of the results.

The specified archaeological works will be carried out to the professional standards laid down by the Chartered Institute for Archaeologists' *Universal guidance for archaeological monitoring and recording* (December 2023).

The WSHEM has been prepared by Heneb - The Trust for Welsh Archaeology.

Authorship and acknowledgements

The project was managed by Fran Murphy MCIfA (Deputy Head of Archaeology/Senior Project Manager for South & Southwest Wales). Martin Tuck MCIfA (Project Officer) undertook preparation of the report.

Copyright notice

The copyright of this report is held by the Trust for Welsh Archaeology (Heneb). Heneb has granted an exclusive licence to the client and their agents to use and reproduce the material it contains. Illustrations Figures 1 and 2 ©copyright the client and their agents.

Abbreviations

APM:	Archaeological Planning Management (Heneb)
HER:	Historic Environment Record (curated by Heneb)
ICON:	Institute for Conservation
LPA:	Local Planning Authority
NGR:	National Grid Reference
NMR:	National Monuments Record (curated by the RCAHMW)
NPRN:	National Primary Record Number (in NMR)
PRN:	Primary Record Number (in HER)
RCAHMW:	Royal Commission on the Ancient and Historical Monuments of Wales
WSHEM:	Written Scheme of Historic Environment Mitigation
WSI:	Written Scheme of Investigation
TWA (HENEb):	Trust for Welsh Archaeology (Heneb) (company formed by merger of the four Trusts in Wales - April 2024)

1 Introduction

1.1 Development proposal and commission background

Planning application 25/0748 Full has been granted with conditions by the Newport City Council for 'Placement of Temporary Sports Hall' at Caerleon Comprehensive School, Cold Bath Road, Caerleon, Newport, NP18 1NF, with conditions, one of which No 3, relates to the historic environment.

Condition 3 of planning consent states-

'No ground disturbing 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 in accordance with Policy CE6 of the NLDP.*

Heneb – The Trust for Welsh Archaeology has been commissioned by Willmott Dixon Construction Ltd (the client) to prepare the required written scheme (WSHEM). The document has been prepared by the Archaeological Field Services department of Heneb.

The specified archaeological works will be carried out to the professional standards laid down by the Chartered Institute for Archaeologists' *Universal guidance for archaeological monitoring and recording (December 2023)* and the terms of the WSHEM.

This WSHEM (Pl. app 25/0748) for erection of a temporary sports hall reflects mitigation connected with a larger overall scheme for demolition of an existing school building and replacement with a new school building at Caerleon Comprehensive School, Newport (Pl. app 25/1030). 11 existing buildings will need to be demolished. To enable these to be demolished, there is a need to erect a temporary sports hall¹.

No decision had been approved in respect of Planning application 25/1030 at the time of writing this WSHEM.

1.1 Site description

The site (Figure 1) on the west side of the village of Caerleon, lying immediately outside of Caerleon Conservation area but within the Caerleon Archaeologically Sensitive Area², is situated at NGR ST 33409 90642 and at approximately 16m OD. The school site is not located within any Scheduled Monuments. The nearest Scheduled Monuments lie immediately to the north, east and south (MM231, MM234 and MM254 respectively; see Figure 1). School playing fields and golf course lie to the west.

¹

https://documents.newport.gov.uk/PublicAccess_Live/Document/ViewDocument?id=536F1BEE94814C90AB83C74F0A36C6BA

² <https://www.newport.gov.uk/sites/default/files/media/media-documents/Caerleon%20archaeologically%20sensitive%20area.pdf>

The proposed development area is located on the northwest side of the school buildings (Figure 2) on hard standing sports pitches.

1.2 Geology

Bedrock geology: Freshwater West Formation-Interbedded argillaceous rocks and [subequal/subordinate] sandstone. These sedimentary rocks are fluvial in origin. They are detrital, ranging from coarse- to fine-grained and form beds and lenses of deposits reflecting the channels, floodplains and levees of a river or estuary (if in a coastal setting).

Superficial deposits: River Terrace Deposits (Undifferentiated)-Sand and gravel. These sedimentary deposits are fluvial in origin. They are detrital, ranging from coarse- to fine-grained and form beds and lenses of deposits reflecting the channels, floodplains and levees of a river or estuary (if in a coastal setting)³.

³ https://geologyviewer.bgs.ac.uk/?_ga=2.135962353.1715089583.1768826227-939599237.1768826227.
(accessed 19/01/2026)

1.3 Archaeological context

The hill ridges above Caerleon supported prehistoric activity and the nearest ridge to the north, the summit of Lodge Hill (SM MM 023), has an Iron Age encampment, and to the south, over the river on the St. Julians and Christchurch ridges, is another earthwork of similar or earlier date. Surpassing the importance of these prehistoric earthworks and later period events are the remains of the Roman legionary fortress of Isca, the base of the Second Augustan Legion, founded around AD 75. The layout of the fortress is in the typical playing-card shape and occupies about 20.5ha on the slightly higher ground between two rivers. In the extramural area outside the defensive walls, an amphitheatre, road systems, bath-houses, civil settlement (canabae), quay and wharves (Burnham and Davies 2010), and fairly recently an unusually large scale courtyard building and other structures in the southern canabae (Guest, Luke and Pudney, 2012), have been proven to exist.

The Roman presence began to decline in the 4th century and from the 5th to the 10th centuries the archaeological and historical record is sparse. However, of interest in this period are surviving historical sources that mention Caerleon. A seat of the Welsh princes was set in Caerleon and The Chronicle of the Princes records that in AD 973 Edward, king of the Saxons gathered a huge fleet to Caerleon on Usk (Jones 1955) and in the early 10th century, Danish raiders are said to have demolished the town (Hockey 1981). Caerleon is twice mentioned in the Domesday Survey and the Norman period is represented by a motte, extant in 1086, built just outside the eastern corner of the Roman wall and the church of St. Cadoc built over the Headquarters building of the Roman fortress in the centre of the Town. In the 12th century, the Chronicle records two occasions when Caerleon was attacked and burned or the lands ravaged, once in AD 1171 and again in AD 1173.

Caerleon was once a long-established and important port until surpassed by Newport. In the 18th century a major tin-plate works on the Afon Llwyd provided a degree of prosperity for the town and its inhabitants. The protection of the archaeological resource in Caerleon is of paramount importance and as such, large areas have Scheduled Monument status (Tuck 2003).

1.4 Site Specific background

The following archaeological background is taken directly from the Council's Archaeological Advisors (Heneb APM. Ref NEW1704/MJ 23 Oct 2025⁴) letter in respect of application 25/0748.

The information in the Historic Environment Record (HER) curated by this Trust shows that the proposal is located in an area of high archaeological potential, within the Roman canabae (the civilian settlement), immediately adjoining the fortress of Isca at Caerleon. Adjacent areas have statutory protection and are Scheduled Monuments: to the north, Caerleon Civilian Settlement (Cadw ref: MM231), to the east Caerleon Legionary Fortress (Cadw ref: MM230) and to the south and west Caerleon Civilian Settlement (Broadway Playing Fields) (Cadw ref: MM254). Archaeological work over a number of years has shown the survival of remains of buildings and building material, roads, and a variety of finds relating to the Roman occupation, in the area of the school. Indeed a field evaluation conducted in 2011 on the school noted a Roman occupation layer and Roman ceramics.

The proposed development involves the construction of a temporary sports hall for a period of 18 months. Whilst we note the small scale of the proposal it is located within an area of high

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https://documents.newport.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=PL&FOLDER1_REF=25/0748#

archaeological potential, within the Roman canabae (the civilian settlement). Therefore, it is possible that buried archaeological remains could be encountered during the minimal groundworks.

A cursory look at existing public records indicates a number of archaeological interventions within 100m of the site area. Mostly all relate to the Roman period.

To the north, of two sites, one includes a length of wall associated with paving and the other a tombstone. To the east in 2008, a substantial stone wall was revealed during excavation of an evaluation trench at Caerleon Comprehensive School. The foundations of the wall consisted of large riverbed boulders and in places survived to a height of three courses of stone above the foundation layer. The wall may represent the remains of a Roman building.

To the southeast three fence lines were excavated and although no archaeological features were encountered, one piece of pottery and three fragments of Roman tile were recovered. In addition, an evaluation was undertaken to assess the potential impact of extension works to the gymnasium on the archaeological resource. During the evaluation a Roman occupation layer was identified, containing Roman pottery dated between 1st and 4th Century AD. The pottery included decorated Samien Ware bowl sherds, Caerleon Ware flagon fragments and colour coat beaker. A levelling layer was also encountered which included 18th and 19th century ceramics. The evaluation concluded that the proposed construction work could potentially have an impact on the archaeological resource. The critical depth of the Roman deposit is 15.24m OD, therefore any ground intrusion works at this depth or deeper should have appropriate mitigation measures in place.

To the west, a building part of the eastern *canabae*, comprised a variation of the winged corridor type. This building respected two different alignments, that of the fortress and the street grid, and that of the oblique shops. The excavator recognised two phases of construction without regard to these differences of alignment. The corridor was paved, as was one of the other rooms; one, and possibly two, rooms had a hypocaust incorporating stamped bricks of Antonine type. Also in the west, a street was recorded at right-angles to the *via principalis* of the Roman fortress of Caerleon and outside the parade-ground wall on the side away from the defences; it was 6m wide with paved sidewalks and a stone-built culvert. Its drain 'proved to have been built up with very large conglomerate blocks about AD210-10; associated filling contained a legionary tile with the Antonine stamp, of AD213-22'.

1.5 Description of the works

Groundworks associated with erection of a temporary sports hall (Figure 2)⁵.

5

https://documents.newport.gov.uk/PublicAccess_LIVE/SearchResult/RunThirdPartySearch?FileSystemId=PL&FOLDER1_REF=25/0748#

2 Specification

2.1 Purpose

The purpose of this WSHM is to set out a quantifiable schedule of works against which performance, fitness for purpose and achievement of quality can be measured. This WSHM has been prepared to ensure that the work is undertaken to the standard required by the Chartered Institute for Archaeologists' *Universal guidance for archaeological monitoring and recording* (December 2023).

2.2 Objectives

The objectives of the fieldwork are as follow:

An investigation of the potential archaeological resource through monitoring of any excavation works for the development.

The presentation of these observations to be set out in a written report, taking account of related documentary and historical evidence

The preparation of an archive of data recovered and records made as a result of the project, and the deposition of this archive in a suitable receiving museum or similar institution.

2.3 Scope of archaeological works

The scope will comprise an archaeological watching brief during any ground-breaking activities in association with the development. This includes but is not limited to,

- excavation of any foundation trenches
- excavation of services trenches
- any below ground level excavation
- earthwork excavations

2.4 Specification strategy

The strategy proposed is based on the likely extent and form of archaeological interests and the proposed extent and form of construction effect.

The effect of the development on potential archaeological interests will be safeguarded by means of an archaeological watching brief undertaken on the groundwork's specified in 2.3 above to meet the requirement of the Chartered Institute for Archaeologists' *Universal guidance for archaeological monitoring and recording* (December 2023).

If archaeologically significant remains are discovered during the watching brief, the archaeologist carrying out the works, in consultation, where appropriate, with the client (or their agent), the LPA and their archaeological advisors, will make a decision as to whether it can be adequately recorded and if necessary, removed.

2.5 Monitoring

Relevant stakeholders as appropriate, will be given reasonable advance notice by the client of the commencement of works. Site access will be afforded to the Client and their agents, the Archaeological Planning authority, and other stakeholders as appropriate, in order to observe any significant archaeological features that are identified by the ground disturbing activity or other

elements of the works.

2.6 Timing

The archaeological watching brief will commence following the notification of a start date for the works as provided by the client and mutually agreed with the archaeological contractor. January 2026 is expected.

3 Resourcing

The Trust for Welsh Archaeology (Heneb) Archaeological Services will provide the following input to carry out the specified archaeological works.

3.1 Staff

The project staff involved are experienced archaeologists drawn from the team regularly used. These will include:

- Fran Murphy MCIfA, (Deputy Head of Archaeology/Senior Project Manager for South & Southwest Wales) responsible for the management of the project and maintaining quality.
- Project Officer MCIfA /ACIfA, responsible for carrying out the fieldwork and illustration.
- Project Archaeologist(s), responsible for carrying out the fieldwork and for cleaning, cataloguing and analysing finds.

3.2 Specialists

Specialist expertise, if required, will be obtained from suitably qualified internal and external individuals. These specialists will be drawn from the following:

- Ceramic building material: Joyce Compton (freelance)
- Clay pipes: Charlotte James-Martin (freelance); Joyce Compton (freelance)
- Coins: National Museum Wales (NMW)
- Conservation: Phil Parkes, Cardiff Conservation Services (Cardiff University)
- Flints: Elizabeth Walker (NMW)
- Glass: Joyce Compton (freelance)
- Metalwork: Prof. Bill Manning (freelance)
- Medieval pottery: Joyce Compton (freelance)
- Metalwork and industrial residues: Dr Tim Young (Cardiff University and GeoArch)
- Mortar analysis: Martin Locock (freelance)
- Palaeoenvironmental remains: University of Wales Lampeter, Archaeological Services (UWLAS) / Wendy Carruthers (freelance) / QUEST Reading University
- Post-medieval pottery: Joyce Compton (freelance)
- Prehistoric pottery: Jody Deacon (NMW)
- Roman pottery: Joyce Compton (freelance)/ Peter Webster (freelance)
- Roman brick and tile: Shelley Williams (Heneb); Joyce Compton (freelance)
- Waterlogged wood: Prof Nigel Nayling / Dr Rod Bale (UWLAS/UWTSD).

Further specialist expertise in other disciplines will be obtained as required from suitably qualified individuals/institutions.

4 Implementation

4.1 Standards

The specified archaeological works will be undertaken to the highest possible standards in line with the requirements of the Chartered Institute for Archaeologists' *Universal guidance for archaeological monitoring and recording* (December 2023) and in accord with Welsh Government planning policies (Historic Environment (Wales) Act 2023, Planning Policy Wales, Edition 12, Chapter 6, (2024,) Planning Policy Wales, Technical Advice Note 24: The Historic Environment (2017).

4.2 Recording

All archaeological deposits will be recorded with a single continuous context numbering system. Heneb will, upon request, submit a copy of its recording forms and manual to the client.

Where appropriate, archaeological features will be drawn at a suitable scale in plan (usually 1/20 scale) and in section (usually 1/10 scale). All significant contexts will be digitally photographed, with a resolution of no less than 10 megapixels. Survey information will be related to the Ordnance Survey National Grid and levels related to the Ordnance Survey Datum or a prominent feature (threshold for example) if height information is unavailable.

4.3 Finds recovery and recording

All classes of finds will be cleaned and catalogued. They will be retained until arrangements for final deposition have been agreed, in line with the requirements of the Chartered Institute for Archaeologists' *Standard and Guidance for the collection, documentation, conservation and research of archaeological materials* (2014, updated 2020). If substantial quantities of undiagnostic, residual or modern material are recovered, an on-site recording and discard policy for these classes of find will be agreed.

4.4 Human remains

Should human remains be encountered, the Police and Coroner will be immediately informed. The nature and extent of those remains will be established and recorded, but the remains will be left in situ, with suitable measures in place to ensure their protection during backfilling. Special circumstances may dictate the need to remove human remains if they are thought to be vulnerable to further damage or obstructive to the broader aims of the development works. In such cases, and in agreement with the archaeological advisor to the LPA, the human remains will be archaeologically recorded and removed under conditions that comply with all current legislation. This will include reporting to the relevant authorities, the obtaining of proper licences, and the provision for eventual reburial following appropriate analysis.

All human remains will be excavated by hand in accordance with the Chartered Institute for Archaeologists' *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13* (1993).

Excavation of human remains will be subject to further negotiation as a variation to the contract.

4.5 Environmental sampling

The management of environmental recording and sampling will follow the principles and tenets laid down in Historic England's (formerly English Heritage) *Environmental Archaeology: A guide to the*

theory and practice of Methods, from sampling and recovery to post-excavation (2011). All deposits with a high potential for the preservation of palaeoenvironmental material will be sampled, by column, bulk and other method as appropriate, for possible subsequent analysis, in accordance with a sampling strategy overseen by a specialist with appropriate expertise. Sampling and recording will be the responsibility of an identified member of the field team with relevant experience.

4.6 Reporting

Following a review of the potential of the recovered evidence, a programme of analysis and research will be undertaken, resulting in the preparation of a report on the findings. This will present a synthesis of the fieldwork data, together with contextualising evidence drawn from archaeological and historical sources. The report will include plans, drawings and photographs as appropriate, as well as supporting data as appendices if required.

A PDF version of the report will be supplied to the client.

Where appropriate, short archaeological digest reports will be submitted for publication in relevant regional, national and thematic learned journals. As a minimum, a report will be submitted to the annual publication of the regional CBA group or equivalent journal.

Non-technical reports may also be produced to inform the general public of the archaeological investigations, which could include web resources, posters, leaflets or other media forms.

A digital copy of the report and full archive will be deposited with the National Monuments Record (RCAHMS, Aberystwyth), and a digital copy of the report and archive index will be deposited with the regional Historic Environment Record, in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* (Welsh Archaeological Trusts, 2018).

4.7 Archive and finds deposition

An archive of archaeological records relating to the fieldwork will be prepared to the specifications in *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (National Panel for Archaeological Archives in Wales 2017).

The site archive will be deposited with an appropriate institution, or retained by the landowner, as required, in accordance with the ICON and the National Panel for Archaeological Archives in Wales guidelines (*The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales* (2017)), and subject to the agreement of the legal landowner. The National Museum of Wales or Newport Museum will be approached as an appropriate institution.

Any finds, including artefacts and ecofacts, excepting those which may be subject to the laws of *Treasure Act* (1996) and/or *Treasure Order* (DCMS 1996; 2002), will be deposited with the same institution, subject to the agreement of the landowner.

An agreement with an appropriate institution to accept this material will be made on completion of fieldwork and assessment of the nature of the finds recovered.

5 General

5.1 Insurance

The Trust for Welsh Archaeology (Heneb) holds full insurance cover for this type of work including Professional Indemnity and Public Liability cover. Full details of these and other relevant policies can be supplied to the client on request.

5.2 Health and Safety

Heneb, will provide to the client if requested a copy of its Health and Safety statement in accordance with *The Health and Safety at Work Act 1974*. The main contractor should prepare any documentation required by the *Construction Design and Management Regulations 2015*.

Prior to commencement of work, Heneb will carry out a formal Health and Safety Risk Assessment in accordance with *The Management of Health and Safety Regulations 1999*. A copy of the risk assessment should be kept on any site office and be available for inspection on request.

In addition to statutory requirements, Heneb follow best practice for Health and Safety in archaeology as defined in the FAME (Federation of Archaeological Managers and Employers) *Manual of Health and Safety in Field Archaeology* (2010 and as updated).

5.3 General limitations

The work outlined in this specification will be carried out to the highest professional standards, and the conclusions drawn will be based on a considered review of the evidence available. However, the archaeological resource is unpredictable, and the encountering of unexpected archaeological deposits on the site cannot be ruled out. Where examination of such deposits is beyond the scope of the present specification, their investigation and analysis must be agreed by separate negotiation.

Should there need to be a variation to the provisions of the specification, this will be agreed in advance with the client and the relevant Planning Authority (and/or their respective agents).

5.4 Quality control and standards

Heneb will carry out all works in accordance with the following Chartered Institute for Archaeologists' documents for conduct, regulations, and standards and guidance:

- Code of Conduct;
- Regulations for professional conduct;
- Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment.

5.5 Copyright

Heneb shall 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; excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the attached specification.

5.6 Arbitration

Any dispute or difference arising out of a contract in relation to this work will be referred for a decision in accordance with the Rules of the Chartered Institute of Arbitrators' *Arbitration Scheme for the Chartered Institute for Archaeologists* applying at the date of the agreement.

6 References

Legislation and technical guidelines

Cadw, 2011, *Conservation Principles for the sustainable management of the historic environment in Wales*.

Chartered Institute for Archaeologists (McKinley, J, and Roberts, C), 1993, *Excavation and Post-Excavation Treatment of Cremated and Inhumed Human Remains*: Technical Paper Number 13.

Chartered Institute for Archaeologists (Brickley, M, and McKinley, J), 2004, *Guidelines to the Standards for Recording Human Remains*.

Chartered Institute for Archaeologists (Mitchell, P, and Brickley, M), 2017, *Updated guidelines to the standards for recording human remains*.

Chartered Institute for Archaeologists, 2014, revised October 2019, *Code of Conduct*.

Chartered Institute for Archaeologists, 2014, updated October 2020, *Standard and guidance for the collection, documentation, conservation and research of archaeological materials*.

Chartered Institute for Archaeologists, 2014, updated October 2020, *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment*.

Chartered Institute for Archaeologists, 2014, updated October 2020, *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*.

Chartered Institute for Archaeologists, 2023, *Universal guidance for archaeological monitoring and recording*

Chartered Institute for Archaeologists, 2023, *Universal guidance for archaeological excavation*

Chartered Institute for Archaeologists, 2019, *Regulations for professional conduct*.

Department for Culture, Media and Sport, 1996, *The Treasure Act 1996 Code of Practice* (2nd Revision).

Department for Culture, Media and Sport, 2002, *Treasure (Designation) Order 2002*.

FAME (Federation of Archaeological Managers and Employers), 2010, *Manual of Health and Safety in Field Archaeology*.

Glamorgan-Gwent Archaeological Trust, 2002, *Manual of Excavation Recording Techniques*.

Historic England, 2011, *Environmental Archaeology: A guide to the theory and practice of Methods, from sampling and recovery to post-excavation*.

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

Welsh Archaeological Trusts, 2018, *Guidance for the Submission of Data to the Welsh Historic Environment Records*.

References

Burnham, BC, and Davies, JL, 2010, *Roman Frontiers in Wales and the Marches*, RCAHMW, Aberystwyth, p161-170

Guest, P, Luke, M, and Pudney, C, 2012, *Archaeological evaluation of the extramural monumental complex ('the Southern Canabae') at Caerleon 2011*, Interim Report, Cardiff Studies in Archaeology Specialist Report 33, Cardiff University

Hockey P, 1981, *Caerleon Past and Present*, The Starling Press Risca, Newport, p 12

Jones, T, 1955, *Brut y Tywysogion or The Chronicle of the Princes*, University of Wales Press, Cardiff

Tuck, M, 2003, *Caerleon Municipal Golf Course, Newport: archaeological assessment*. GGAT report 2003/028

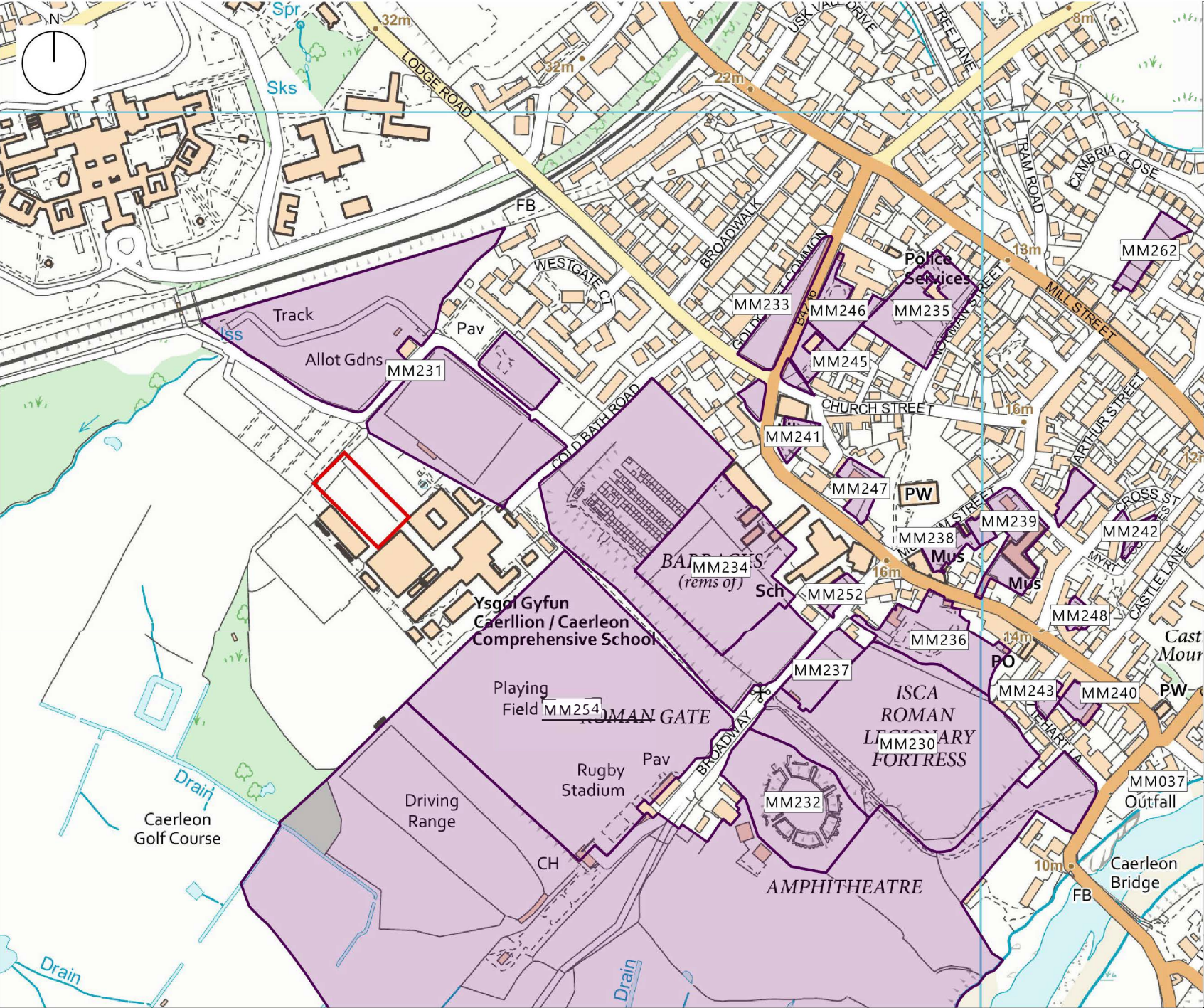


Figure 1.
Site Location (Red) and Scheduled
Monument Locations (Purple)

Dwg Ref.	LD25-006.dwg	Drawn by	SL-J
Date	19/01/2026	QA	MT
© Mapping copyright and database rights [2025] Ordnance Survey 100019311			
Designated Historic Asset GIS Data, The Welsh Historic Environment Service (Cadw), 2025, licensed under the Open Government.			
0 0.1 0.2 km			



8 Appendix I.

DATA MANAGEMENT PLAN

This Data Management Plan (DMP) is produced in accordance with the *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (Chartered Institute for Archaeologists 2014, updated 2020). The table below is based on the Work Digital / Think Archive guidance for digital archives prepared by DigVentures, on behalf of Archaeological Archives Forum and in partnership with the Chartered Institute for Archaeologists. The project was funded by Historic England (Project No. 7796).

Section 1: Project Administration

Project Ref. No and name
LD25-006 Caerleon Comprehensive School, Caerleon, Newport
PRN (if known)
TBC
Project Type
Watching Brief
Client
Willmott Dixon
Project Manager / Data Contact
Fran Murphy
Principal Archaeologist on site
TBC
Date DMP created
19/01/2026
Date DMP last updated
19/01/2026
Related data management policies
Written Scheme of Investigation Chartered Institute for Archaeologists (CIfA) <i>Standards & Guidance</i> Heneb-Dyfed Archaeology, 2018, archive retention policy Brown 2011, Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation NPAAW, 2017, The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 RCAHMMW, 2015, RCAHMMW guidelines for Digital Archives, Version 1 WAT, 2024, Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)

Section 2: Data Collection

Data Type (Delete as appropriate)
Documents Written Scheme of Investigation, Risk Assessment – Word doc & PDFs Context sheets, site registers, site notes - paper copies, scanned and saved as PDFs. Site plans – permatrace, scanned and saved as PDFs. Final report – Word doc & PDF Illustrations – Adobe Illustrator/Affinity Designer files, PDFs Specialist assessments (Finds, Environmental etc) – Word doc, PDF, Excel Spreadsheet

Images

Site photographs – Jpeg & Tiff (for archive)

Other collected data (scans, archive material, social media images etc) – Jpegs

Survey

In house surveys - .dxf files, GIS files (see below)

External surveys – Dependent on external contractor, eg .dxf, .dwg, .rwv etc

GIS

Mapinfo files, Esri Shapefiles.

Data acquisition

All data will be collected as per the methodologies and guidance stated in the WSI (Fieldwork / Methodology).

Section 3: Documentation and metadata**Documentation and metadata accompanying the data**

All data recovered will be archived in accordance with the guidance stated in the WSI (Post Fieldwork Reporting & Archiving)

Section 4: Ethics and legal compliance**Management of any ethical, copyright and Intellectual Property Rights (IPR) issues**

All personal data collected during the course of the project will be handled in accordance with Heneb-Dyfed Archaeology's *Personal Data Protection Policy* (2018, revised 2020) and current *Code of Practice*.

Licence agreements will be established, and Copyright permissions will be sought as appropriate (eg reproduced mapping extracts, archive material, specialist reports) prior to the submission of the data and/or inclusion in the publication of the project results.

Section 5: Data Security: Storage and Backup**Data storage, accessibility, and safety during research**

All site-produced data will be stored digitally at the first available opportunity. All digital information is stored on the Heneb-Dyfed Archaeology server, accessible by members of the staff. This will be checked regularly by the Project Manager. All digital data on the server is backed-up at regular intervals. The server contains ample capacity for all anticipated site data, and appropriate protocols are in place to manage any potential digital malfunction or cyber attack.

Section 6: Selection and Preservation**Data retention, sharing, and preservation**

Data will be retained as per Heneb-Dyfed Archaeology's *Archive Retention Policy* (2018).

Long-term preservation plan for the dataset

The digital archive relating to the project will be deposited with the NMR, held and maintained by the RCAHMW, Aberystwyth and will be created in accordance with their practices.

The final report will be submitted to the regional Historic Environment Record in PDF format, along with any additional information they require.

If a different digital repository to the NMR is used, their own procedures will be established at the outset of a project and followed.

If a project includes artefacts to be deposited at a museum, arrangements will be made prior to the commencement of the project, and a copy of the digital archive will be sent with the artefacts.

Archiving costs are included within the project budget.

Section 7: Data Sharing

Sharing and accessibility

The dissemination of data is detailed in the WSI (Post-Fieldwork Report and Archiving).

Section 8: Responsibilities

Responsibilities

Data collection, storage and manipulation will be carried out by the site team. The Project Manager will be responsible for the implementation of the data management plan.



Heneb

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Company limited by Guarantee without Share Capital.
Registered Charity No. 504616.