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YMDDIRIEDOLAETH ARCHAEOLEGOL CYMRU
THE TRUST FOR WELSH ARCHAEOLOGY

Felthorpe House, College Road, Caerleon

Written Scheme of Investigation for Level 2 Historic
Building Recording 2026

Planning Application No 26/0342



Felthorpe House. Image from Heritage Impact Statement (Hayman 2025)

Submitted on behalf of
Ashley Smith



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THE TRUST FOR WELSH ARCHAEOLOGY

SWYDDFEYDD RHANBARTHOL / REGIONAL OFFICES

Bangor

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For fieldwork enquiries in the northwest of Wales please contact John Roberts: john.roberts@heneb.org.uk or 01248 366956.

Y Trallwng / Welshpool

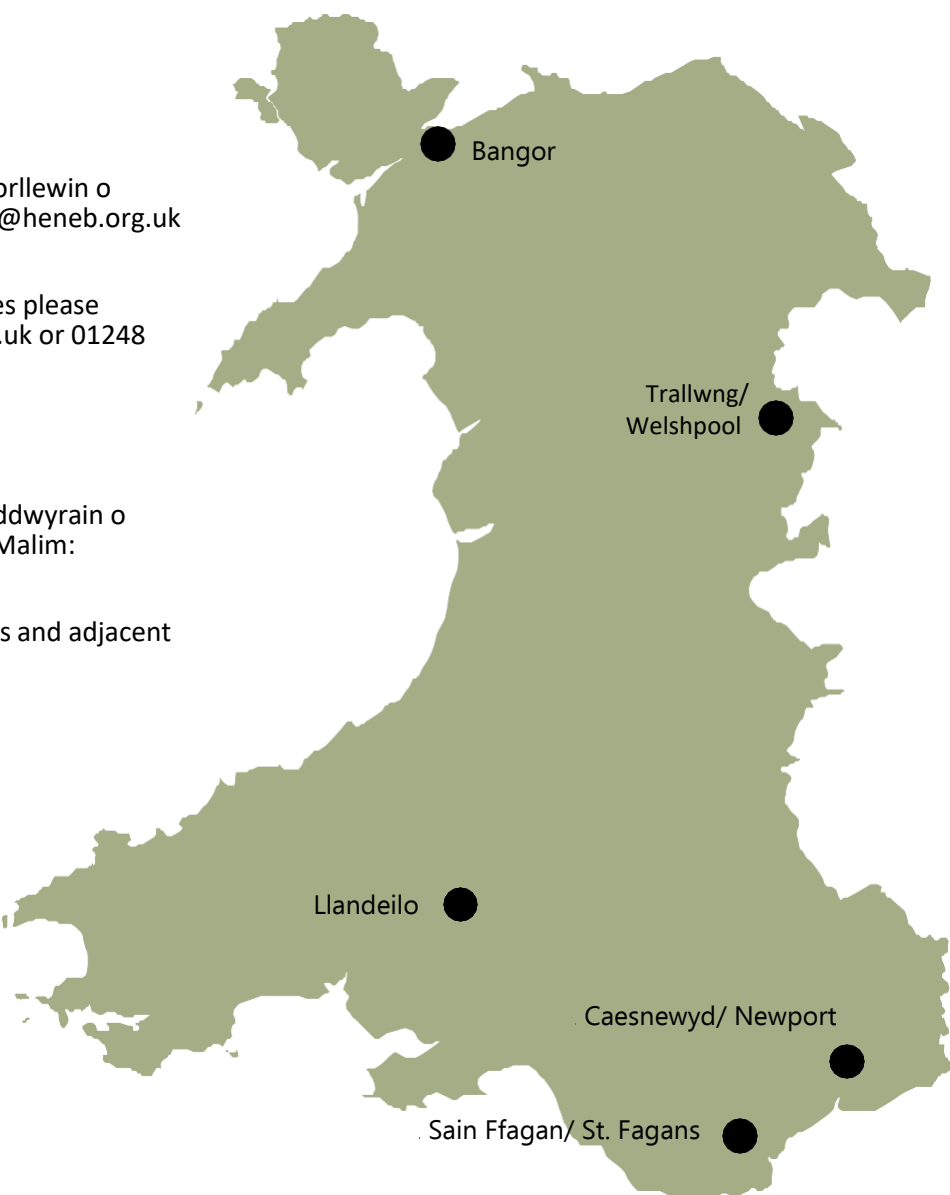
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1 Introduction

- 1.1. Heneb Field Services has been commissioned by Ashley Smith to provide a written scheme of investigation (WSI) for a Level 2 Historic Building Recording, prior to the development works at Felthorpe House, College Road, Caerleon NP18 3SP (centred on ST 33650 91134; Figs. 1 & 2; Photos 1 and 2).
- 1.2. Felthorpe house is a disused building that was latterly used as offices as part of the Caerleon campus University of Wales Newport. It was initially built as a late Victorian House, potentially for Charles Burcham, a shopkeeper. It was occupied as a house until the 1950s, when it became part of the college property, subsequently becoming part of the Caerleon Teacher Training College. The college closed in 2014 and the house has been uninhabited since.
- 1.3. The planned development is to convert the building back into domestic use, and includes a rear two-storey extension, relocation of the existing garage and extended parking areas.
- 1.4. The building is not currently recorded on either the regional Historic Environment Record or the National Monument Record. However, the building was formerly within the college grounds, where there are four listed buildings, for which reason the local planning authority has designated Felthorpe as a curtilage structure. As such listed building consent has been obtained for the development, ref. No. 26/0342. The local planning authority is Newport City Council.
- 1.5. In their planning response, Heneb Planning Services, in their capacity as archaeological advisor to the Local Planning Authority, recommended that the planning proposal required archaeological mitigation in the form of a Level 2 Historic Building Recording prior to development work. Due to the historic and archaeological importance of the site, condition 2 states:

Building Analysis: No works of demolition of any sort shall commence until an appropriate programme of historic building recording and analysis has been secured and implemented in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority. A copy of the Historic Building & Recording Analysis shall be provided to the Local Planning Authority as a matter of record within 1 month of its completion. No works of demolition shall commence until that analysis has been provided to the Local Planning Authority.

Reason: *As the building is of architectural and cultural significance the specified records are required to mitigate impact.*

- 1.6. This WSI outlines the methodology through which Heneb Field Services will undertake a Level 2 historic building recording prior to works commencing, which have the potential to expose, damage or destroy archaeological remains.
- 1.7. The building recording will map the standing structure of the building and create a photographic and written description, prior to the planned works. It follows the Historic England guidance for Historic Building Recording at Level 2 and the relevant standard and guidance of the Chartered Institute for Archaeologists (CIfA 2014).
- 1.8. Heneb Field Services has considerable experience of this type of project and always operates to best professional practice. Heneb has its own Health and Safety Policy, and all works are covered by appropriate Employer's Liability and Public Liability Insurances. Copies of all are available on request.
- 1.9. Heneb: The Trust for Welsh Archaeology is a CIFA Registered Archaeological Organisation.

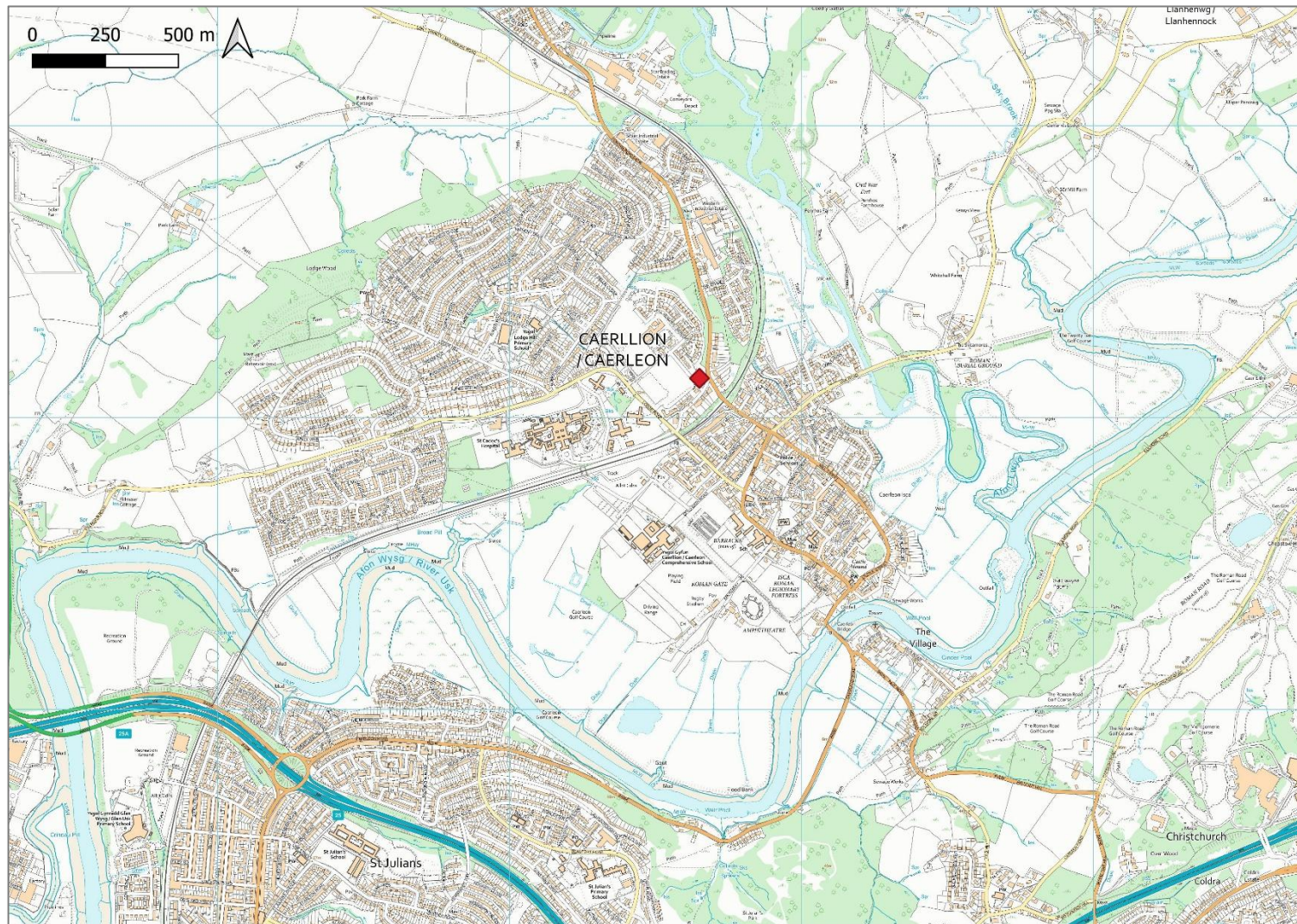


Figure. 1: Location of the proposed development site (red). (OS) Licence Number 100019311. This was issued by The Map Shop as an OS Licenced Partner.

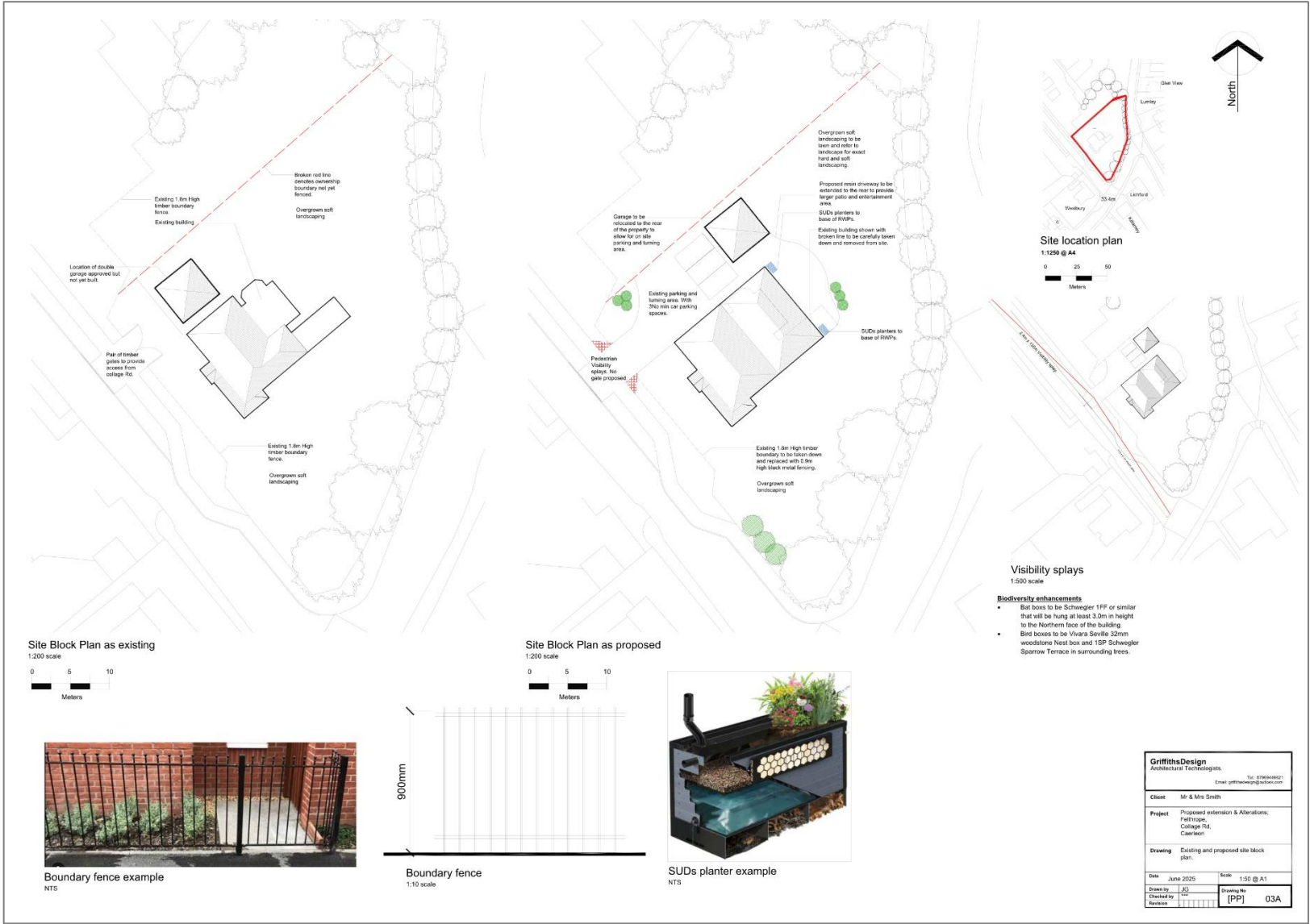


Figure. 2: Detailed location plan, along with existing and proposed plan. Plan as submitted to planning 26/0342 -



***Photo 1:** The entrance front and left-hand side wall.. Image from the Heritage Impact Statement (Hayman 2025).*



***Photo 2:** The rear of the building. Image from the Heritage Impact Statement (Hayman 2025)..*

Location, Geology and Topography

- 1.10. Felthorpe House lies within the town of Caerleon, to the north of Newport, Gwent (fig. 1).
- 1.11. Felthorpe stands on the east side of College Road, Caerleon, at its junction with College Crescent (fig 2). The house stands in its own grounds and has recently been cleared of vegetation, having become overgrown over nearly a decade of neglect, during which time the house has deteriorated. Mature trees line the boundary of the property on the south and east sides, facing College Crescent and Ponthir Road. On the north-west side is a car park for customers at the new housing development in the former college grounds
- 1.12. The geology of this area consists of interbedded argillaceous rocks and sandstone of the Freshwater West Formation. Sand and gravel river terrace deposits extend from the River Usk, which lies around 1km to the south, to close to the development site. (BGS, 2026).

Planning background

- 1.13 Listed Building Consent for the development was granted with conditions by Newport City Council on the 13th August 2026, ref. No. 26/0342.

- 1.14 Condition 2 states:

Building Analysis: No works of demolition of any sort shall commence until an appropriate programme of historic building recording and analysis has been secured and implemented in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority. A copy of the Historic Building & Recording Analysis shall be provided to the Local Planning Authority as a matter of record within 1 month of its completion. No works of demolition shall commence until that analysis has been provided to the Local Planning Authority.

Reason: *As the building is of architectural and cultural significance the specified records are required to mitigate impact.*

- 1.15 Heneb Planning Services (Glamorgan-Gwent Region), in their role as archaeological advisors to the local planning authority, recommended that the historic building recording and analysis should take the form of a level 2 survey as set out in "Understanding Historic Buildings: A Guide to Good Recording Practice", (Historic England, 2016), and to an agreed Written Scheme of Investigation (WSI).
- 1.16 This report presents a design for Level 2 Historic Building Recording which addresses the local planning authority's requirements and therefore provides the written scheme of investigation for their formal approval, prior to implementation of the scheme.

Historic background

- 1.17 As part of the planning application for the development a Heritage Impact Statement was prepared for the client by Richard Hayman (Hayman 2025) which details the historical background of the building.

- 1.18 The Heritage Impact Statement describes the historical development as:

Felthorpe is a late-Victorian house first marked on the 1901 Ordnance Survey map. When first built it was in a rural setting outside of the town and beyond the line of the railway. It was perhaps built following the failure of a speculative development advertised in 1895 as Llangattock Estate, which covered a large area for 144 houses on land later occupied by the college (Grover Lewis 2015, 6). The entrance to the property was on College Crescent and continued to be so after College Road was laid out. The entrance to the property may

subsequently have changed, since the 1939 Ordnance Survey shows what appears to be a garage on the north side of the house, facing College Road.

Felthorpe was perhaps built for Charles Burcham, hosier shopkeeper, who lived in the house in 1901 with his family and a single domestic servant. The house was later occupied by James Hogg (died 1943), the manager of Newport Dry Docks, whose widow Frances is listed as living there on the 1951 Electoral Roll, with two servants. By 1961 the Electoral Roll does not show any occupants at the house. Evidence suggests that Felthorpe became part of the college property in the 1960s.

Subsequently Felthorpe became part of Caerleon Teacher Training College and remained part of its estate beyond the closure of the college 2014. The building changed from residential to educational use in 2010 (planning reference 10/0082). The house has been uninhabited since the closure of the college. The college had been founded as a teacher-training college for men which opened in 1914. Felthorpe stands by the main entrance to the college grounds, and adjacent to its former sports ground.

2 Methodology

2.1 This document provides a scheme of works for:

The implementation of scheme of historic building survey (equivalent to a Historic England level 2 survey), to be undertaken prior to development works at Felthorpe House, College Road, Caerleon (Centred on ST 33650 91134). It will provide a descriptive record, an assessment of the form, function and phasing of upstanding remains, and identify features, fixtures and fittings related to the original or subsequent uses of the building. A report shall be prepared on the results of the historic building survey, and an archive created.

2.2 The following tasks will be completed:

- Level 2 Historic building recording of accessible external and internal areas of the structure.
- Production of a report on and an archive of the results of the historic building recording.

2.3 The historic building recording scheme will be undertaken to a Level 2 standard as defined in the Historic England *'Understanding Historic Buildings: A Guide to Good Recording Practice'* (2016). A Level 2 survey is described thus:

Level 2 is a descriptive record, made in circumstances similar to those of Level 1 (basic photographic survey) but when more information is needed. ... The record will present conclusions regarding the building's development and use but will not discuss in detail the evidence on which these conclusions are based. A plan and sometimes other drawings may be made

2.4 Based on the Level 2 record as defined in the Historic England (2016) the following will be undertaken (where safe to do so):

Drawn Record

- Measured plans (to scale) as existing.
- A site plan, typically at 1:500 or 1:1250, relating the building to other structures and related topographical and landscape features.
- A site plan relating the building to other related structures.
- A plan or plans identifying the location and direction of accompanying photographs.
- Copies of earlier drawings throwing light on the building's history.

Photographic Record

- A general view or views of the building (in its wider setting or landscape).
- The building's external and internal appearance. Typically, a series of oblique views will show all external elevations of the building, and give an overall impression of size and shape, but right-angled shots will be taken of elevations of architectural interest.
- The overall appearance of the principal rooms and circulation areas of the building, where safe to do so.
- Photographs of any features, fixtures or fittings of architectural note.
- Metric scales will be used in photographs wherever possible.

Written Record

- The building's precise location, as a National Grid reference and in address form.
- A note of any statutory designation (listing, scheduling or conservation area).

- The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
- A summary of the building's type or purpose, historically and at present, its materials and possible date(s). The names of architects, builders, patrons and owners should be given if known.
- An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.
- Any evidence for the former existence of removed structures or features associated with the building.
- Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).

Post Fieldwork Reporting and Archiving

- 2.5 An archive will be prepared for the historic building recording if it meets the requirements of Heneb Archaeological Services archive retention policy (2018). If it does, then data recovered during the historic building recording will be collated into a site archive.
- 2.6 The site archives will be collated in accordance with the specifications in Archaeological Archives: a guide to best practice in creation, compilation, transfer and curation (Brown 2011), and the procedures recommended by the National Monuments Record, Aberystwyth. The National Standards for Wales for Collecting and Depositing Archaeological Archives produced by the Federation of Museums and Art Galleries of Wales will also be adhered to. Digital archives will be collated using the Royal Commission on the Ancient and Historical Monuments of Wales systems (2015, updated 2023) and deposited with the RCAHMW. The Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) shall be followed.
- 2.7 A Selection Strategy (Appendix I) for this project has been produced in accordance with the Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (CIfA 2014, updated 2020).
- 2.8 A single report will be produced covering the results of the historic building recording. The results of the historic building recording will be assessed in local, regional and wider contexts. Following the on-site work an illustrated report will be prepared containing conventional sections to include:
- Non-technical summary
 - Introduction
 - Site location
 - Archaeological Background
 - Aims & objectives
 - Methodology
 - Historic Building results
 - Conclusions
 - References
 - Appropriate appendices on archives and finds

-
- 2.9 The report will include a brief research element to place the site into its wider context within the area.
- 2.10 A summary of the project results, excluding any confidential information, may be prepared for wider dissemination (e.g. Archaeology in Wales and special interest and period-specific journals).
- 2.11 The report will be prepared to follow the Chartered Institute for Archaeologists' *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (CIfA, 2023).
- 2.12 Digital copies of the report will be provided to the client, as well as to the archaeological advisors to the local planning authority and the regional Historic Environment Record.
- 2.13 The report summary will be provided in English and Welsh, in accordance with the Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (2024).

Site archive

- 2.14 The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015, the CIfA (2020b) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales (NPAAW, 2025).
- 2.15 The paper and digital archive will be deposited with the National Monuments Record (NMR), RCAHMW, including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. A digital copy of the report (and any digital photographs or other data required) will also be lodged with the Historic Environment Record.

3 Digital Data Management Plan (DDMP) (Version 3: October 2023)

3.1 Heneb Field Services is committed to managing digital records generated through our work to the highest standards. The Digital Data Management Plan (DDMP) has been designed in accordance with current guidance from the Chartered Institute for Archaeologists (CIfA), Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016), The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2023) and the Archaeology Data Services (ADS) *Guidelines for Depositors* (2021). Heneb also employs the FAIR Principles, to ensure that all relevant data is Findable, Accessible, Interoperable and Reusable.

Data Collection

3.1 All digital project data will be stored within a standard folder template, utilizing digital proformas where required and following a strict file naming policy. All digital files selected for archive will be pre-fixed with the unique project code. An example of the folder structure and common data formats is provided below.

	Project Folder		
	Folder name	Contents	Files
	 Admin		
	 H&S - RAMS	Risk assessments	DOCX, PDF
	 WSI	Written Scheme of Investigation	DOCX, PDF
	 Client data	Planning documents, plans, background	JPG, PDF
	 Correspondence	Emails and letters	PDF, Outlook.msg
	 Drafting	Working drawings	AI
	 Finance	Quote, purchase order, costings	DOCX, PDF, XLSX
	 Finds data	Catalogues, specialist reports etc	DOCX, PDF, XLSX
	 GIS data	Project generated GIS including HER data, Mapping data Geophysical Survey data etc	MAP, SHP, XLSX, PRJ, DXF, TAB, SHX, QPJ, DAT, DBF, ID, DXF, DWG, BMP, JPG, ASC, QGS, XML, PMW, XCP
	 Metadata	Project specific metadata	XLS
	 Photography	Original and reduced images	NEFF, JPG, TIFF
	 Report	Project report	DOCX, PDF

	 Report Illustrations	Illustrations selected for the final report	JPG, PDF
	 Research data	Background research	DOCX, PDF, JPG
	 Site data	Site registers, recording forms, plans etc	DOCX, PDF, XLSX
	 Temporary files	Storage for temporary files to be deleted prior to archiving	N/A

3.2 Where projects require specialist archaeological techniques, additional datasets may be generated. These will be incorporated into the folder structure as required and re-named accordingly.

Data Storage

3.3 Throughout the course of the project, data will be stored securely on Heneb IT infrastructure.

Data Selection

3.4 Heneb works across the regions of both England and Wales in which the following guidance may apply, depending on the project location.

- *CiFA Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020b).
- *CiFA Toolkit for selecting archaeological archives.*
- *CiFA Toolkit for managing digital data.*
- *Management of Research Projects in the Historic Environment: The (MoRPHE Project Manager's Guide* (2015).
- *National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales* (2025).
- The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives version 2* (2023)
- *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) Version:4.1*
- Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016)
- Archaeology Data Services (ADS) *Guidelines for Depositors* (2021).
- *FAIR Guiding Principles for scientific data management and stewardship* (2016)

3.5 While some projects will generate a standard set of data, most project archives are unique and the creation of data is fluid, requiring periodic management and review throughout the course of the project to meet the specific requirements of individual stakeholders.

3.6 Data generated by a relatively small-scale project is likely to comprise; the final report (.pdf/.docx), digital photographs (.tif), site records including proformas/drawings (.pdf), metadata (.xls).

3.7 Larger projects may include additional data sets, such as site survey data, GIS polygons, specialist reports etc, and where required, additional digital sub-folders will be generated.

3.8 All project data, including digital, documentary, artefactual or environmental will be recorded in the final project selection strategy, a copy of which will be included in all project reports. Data

that has been selected for retention, and/or deposition with a suitable repository beyond Heneb is recorded therein.

- 3.9 Correspondence records, financial records, research data and temporary files will automatically be de-selected from the final archivable dataset, as these do not form part of the overall archaeological record and may contain sensitive data.

Metadata

- 3.10 All digital data generated by the project and selected for archive will be accompanied with appropriate metadata, where required.

Preservation

- 3.11 Digital data selected for preservation within Wales will be deposited with the Royal Commission on the Ancient and Historical Monuments of Wales.
- 3.12 A digital PDF report, along with relevant photographs will also be deposited with the relevant Historic Environment Record (HER).
- 3.13 Associated physical archive material will be summarised within the final grey literature report/selection strategy to ensure that the physical archive is also traceable once disseminated.

Accessibility

- 3.14 Data will use standard software and formats where possible to maximise opportunities for use and reuse in the future.
- 3.15 Data submitted for long term preservation will be discoverable to interested parties through the RCAHMS and HER websites and may also be promoted by Heneb via the website or social media.

Responsibilities

- 3.16 The Project Manager will be responsible for the implementation of the DDMP throughout the course of the project.
- 3.17 The Project Manager, Project Supervisor and Head of Technology, Information and Planning will be responsible for data accumulated during the project, including its appropriate management, storage and backup.
- 3.18 Data will be checked routinely by the Project Manager as a means of quality assurance.
- 3.19 The Information and Archives Officer will be responsible for the compilation of all project specific metadata and final deposition of the digital project data and wider archive.
- 3.20 Following deposition with the relevant digital repository, data management will become the responsibility of the receiving organization.
- 3.21 A copy of relevant files generated by the project may be retained and stored securely by Heneb for future reference should it be required.

Ethics and Legal Compliance

- 3.22 Heneb has security protocols and policies in place relating to the ethical use of data which comply National Law and Industry Guidelines. Our Privacy Policy can be viewed [here](#).
- 3.23 All data, including any sensitive data is stored securely to protect against its loss, misuse and alteration.

-
- 3.24 Heneb will take steps to ensure that any businesses we share data with will have security protocols and policies in place to manage and record data privacy and preferences correctly and that data is stored correctly.
- 3.25 Copyright for all data belongs to Heneb. Formal permissions from external specialists and contractors will be secured upon their engagement, where appropriate.

Public engagement and outreach

- 3.26 Where appropriate to the circumstances of the work being undertaken and dependent on the archaeological results and health and safety concerns, avenues of public engagement with the local community and wider audiences will be explored. In the eventuality that such outreach is required by the local planning authority and/or their archaeological advisors, additional contingency funding would be needed from the client to cover the costs of provision for an agreed programme of work. Such outreach and public engagement would be a positive benefit for clients who care about their corporate social responsibilities and public relations.

4 Resources and programming

- 4.1 The Level 2 Historic Building Recording will be undertaken by a skilled archaeologist under the overall supervision of Fran Murphy, a senior member of Heneb's staff who is also a member of the Chartered Institute for Archaeologists (CIfA). Heneb is also a CIfA Registered Organisation and as such agrees to abide by their *Code of Conduct* (2024).
- 4.2 All report preparation will be completed by or with the assistance of the same field archaeologist(s) who conducted the site work. Copies of the report will be deposited with the client and the regional Historic Environment Record within one month of the completion of on-site works, subject to possible delays should specialist investigation of artefacts, samples etc be necessary. If appropriate, a short report will be published in *Archaeology in Wales*.

5 Sources

BGS online. 2026. Geology of Hirwaun. Available from:
https://geologyviewer.bgs.ac.uk/?_ga=2.143550325.1102981208.1782480889-2099685553.1782480889 [Accessed: 25.08.2026]

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

Grover Lewis Associates, 2015, *University of South Wales Caerleon Campus: Heritage Assessment*.

Hayman, R. 2025. *Felthorpe, College Road, Caerleon: Heritage Impact Statement*.

Royal Commission on Ancient and Historic Monuments of Wales, 2023, *Guidelines for digital archives*.

The Welsh Archaeological Trusts, 2024. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* Version 4.1.

6 Appendix I Selection Strategy

FS26-131 Felthorpe House, Caerleon (NGR: ST 33650 91134) Project type: Level 2 Historic Building Recording Date: 25/08/2026 Selection Strategy v1.0	
Project Management	
Project Manager	Philip Poucher
Project Supervisor	TBC
Archives Manager	Sophie Edwards
Project Stakeholders	
Project Lead / Project Assurance	TBC
Client / Landowner	Ashley Smith
Other	
Collecting Institutions	
Regional Historic Environment Record	Heneb - Glamorgan-Gwent
Digital Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Documentary Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Finds Archive Repository	N/A
Other	N/A
Project Data	

Digital Project Data - Management

Digital data generated by the project will be managed in accordance with the Heneb Digital Data Management Plan (Version 3), which is outlined in full under section 3 of the WSI.

In summary, digital data will be subject to regular review and management to ensure the final dataset is of suitable quality and appropriately referenced and structured, resulting in a findable, accessible, interoperable and reusable archive which has been prepared in accordance with the *CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

All digital files will be stored on Heneb infrastructure within a standard folder hierarchy and following a strict file naming policy. All digital files selected for archive will be data tagged with the unique project code. An example of the folder structure and specific files selected for archive will be recorded in the final selection strategy for the project and included within every Heneb report.

Digital project data selected for archive will be accompanied by relevant project metadata and prepared according to the RCAHMW Guidelines for Digital Archives (Version 1). Digital data will be transferred via OneDrive upon the completion of the project as agreed with Helen Rowe (Senior Archivist - RCAHMW).

A copy of the digital report and a set of digital (.jpg) images will be submitted to the Historic Environment Record via HEDDOS in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* Version 2 (2022).

Project Specific Digital Data

Digital data expected for the historic building recording includes the following;

Photographs (.tif)

Photographic Catalogue (.xls) *Microsoft Excel*

Grey Literature Report (.docx / .pdf) *Microsoft Word*

De-Selected Digital Data

All digital data generated by the project will be recorded in the final selection strategy and selected/de-selected data will be recorded therein.

Unsuitable or surplus data, such as blurred images or duplicate files, will be deleted from the final

dataset.

Sensitive digital data is stored within dedicated project folders named Client Data, Correspondence and Finance and these will be automatically de-selected due to the nature of the data within. Project data will be retained on the Heneb servers for a period of 6 years, at which point it will be reviewed and managed as required in accordance with relevant organisational policies.

Physical Project Data (Documentary)

All physical documentary data will follow standard formats and conventions with appropriate labelling and referencing, resulting in findable, accessible, interoperable and reusable data (FAIR) which has been prepared in accordance with the *CiFA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

Written and drawn records will utilise Heneb proformas and use standard conventions and terminology. Documents selected for archive will be accompanied with a paper copy of the selection strategy to ensure all elements of the archive are linked and traceable at all times.

Physical documentary data expected for historic building recording includes the following;

- Site plans
- Site sketch and notes

Physical Project Data (Materials)

No artefactual material will be gathered during the fieldwork stage of the project.

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