

Written Scheme of Investigation
Newport Knowledge Quarter, Newport

FS26-001

NE0101-HEN-00-XX-RP-G-00081

(20/08/2026) P03



Submitted on behalf of

WEP Co Ltd.

(Planning Ref: 22/0814)

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1 Introduction

- 1.1 Heneb Field Services has been instructed by WEPCo Ltd. to undertake a scheme of archaeological mitigation during ground foundation and drainage works associated with the redevelopment of land on the former site of Newport Leisure Centre to the north of Emlyn Street, Newport, NP20 1UH (centred on NGR: ST 31420 87878, Figs. 1-4).
- 1.2 The proposed development area is in the centre of Newport, South Wales, 16km to the north-east of Cardiff. The proposed development area was previously occupied by the Newport Leisure Centre which has since been demolished. The surrounding area is entirely urban in character. The site is bounded to the north and east by the A4042 Usk Way, a major route through Newport; beyond this, to the east, lie the University of South Wales campus and the River Usk. To the west are the Kingsway Centre and Friars Walk shopping developments, while Emlyn Street forms the southern boundary of the site.
- 1.3 The development proposals include the redevelopment of circa 54,000 square metres of floorspace for educational use for Newport Knowledge Quarter (NKQ), Coleg Gwent.
- 1.4 The proposed development area and surrounds, which are located within the Archaeologically Sensitive Area of Newport City Centre, has a concentration of evidence of activity primarily from the medieval and post-medieval periods. The development area is within 100m of the River Usk and the site of the Newport Ship a 15th century vessel found in a pill off the western bank of the river. Other archaeological mitigation work nearby has encountered structural remains of medieval date.
- 1.5 An outline planning application was submitted to Newport City Council (ref. 22/0814/OUT) for the proposed development. In their planning response, Heneb Development Management, in their capacity as archaeological advisor to the LPA, recommended that a programme of archaeological mitigation would be required in the form of archaeological monitoring and recording (formerly referred to as an archaeological watching brief) during the development groundworks (NEW1620/JBHD).
- 1.6 This WSI outlines the methodology through which Heneb Field Services will undertake archaeological monitoring and recording during groundworks associated with the construction of the Newport Knowledge Quarter, which have the potential to expose, damage or destroy archaeological remains.
- 1.7 The archaeological monitoring and recording will allow any archaeological remains to be archaeologically recorded and provide a suitable mitigation strategy if required. This document has been prepared for the client and specifically refers to Heneb to undertake the required archaeological works. The WSI cannot be used by any third party.
- 1.8 The WSI is prepared in accordance with the Chartered Institute for Archaeologists' *Standard for archaeological monitoring and recording* (CIfA, 2023) and its *Universal guidance for archaeological monitoring and recording* (2023).
- 1.9 Heneb 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.
- 1.10 Heneb is a CIfA Registered Organisation.



Figure 1: Site Location Plan. (NGR: ST 31420 87878).

Map data from <https://www.openstreetmap.org/copyright> accessed 09/07/2026

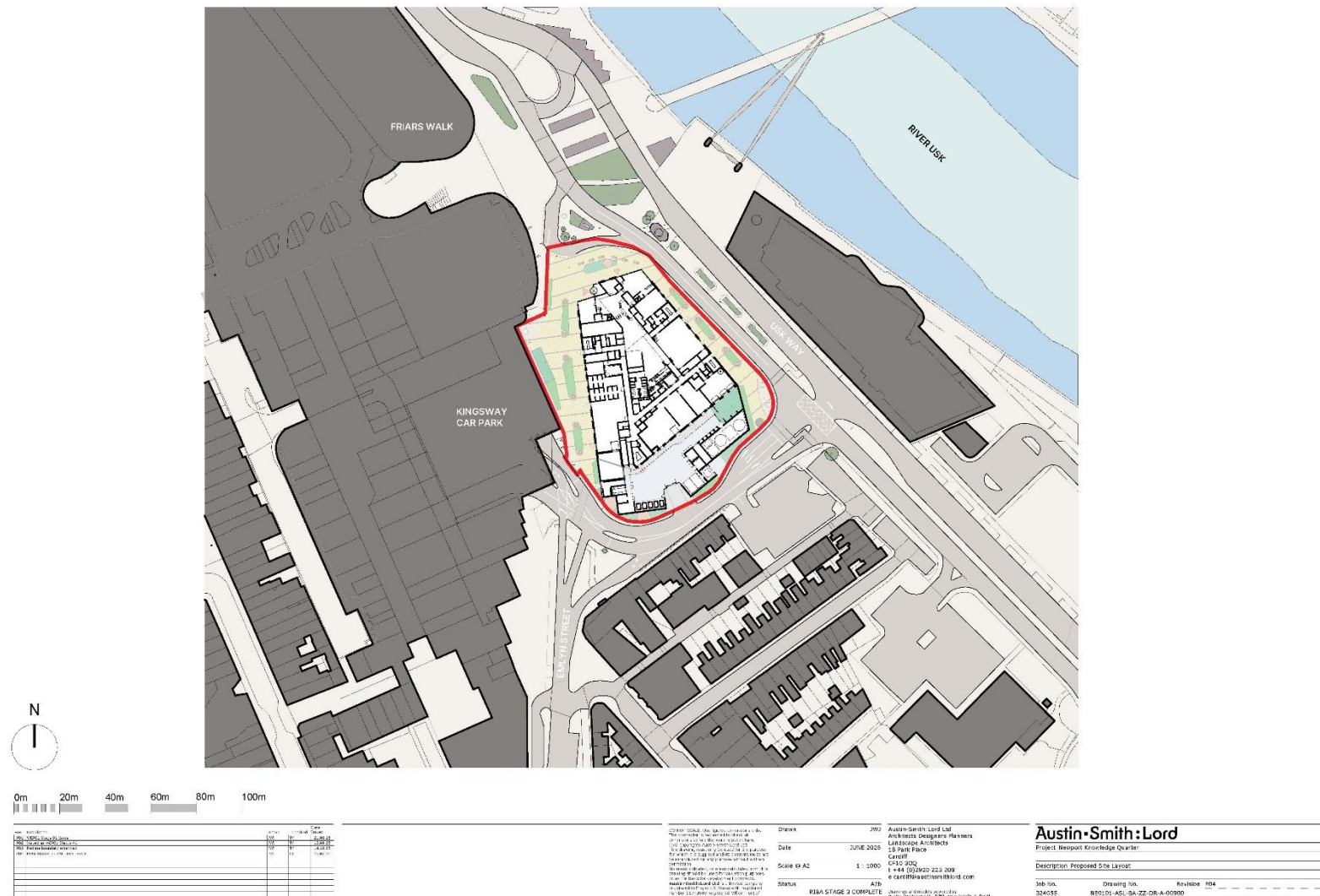


Figure 2: Red line boundary of site development
Plan supplied by client, not reproduced to scale

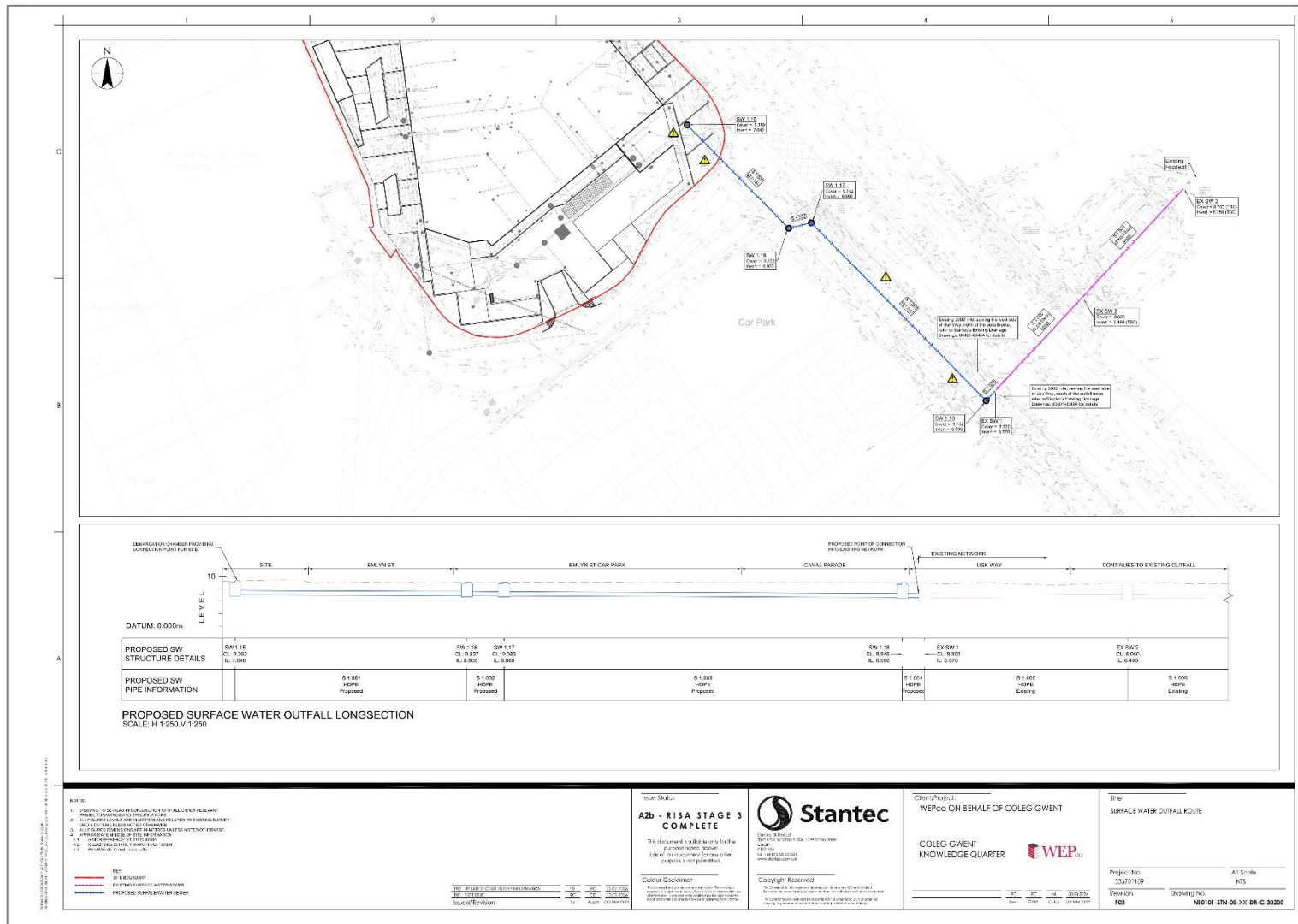


Figure 3: Proposed drainage works to the south of the development site.
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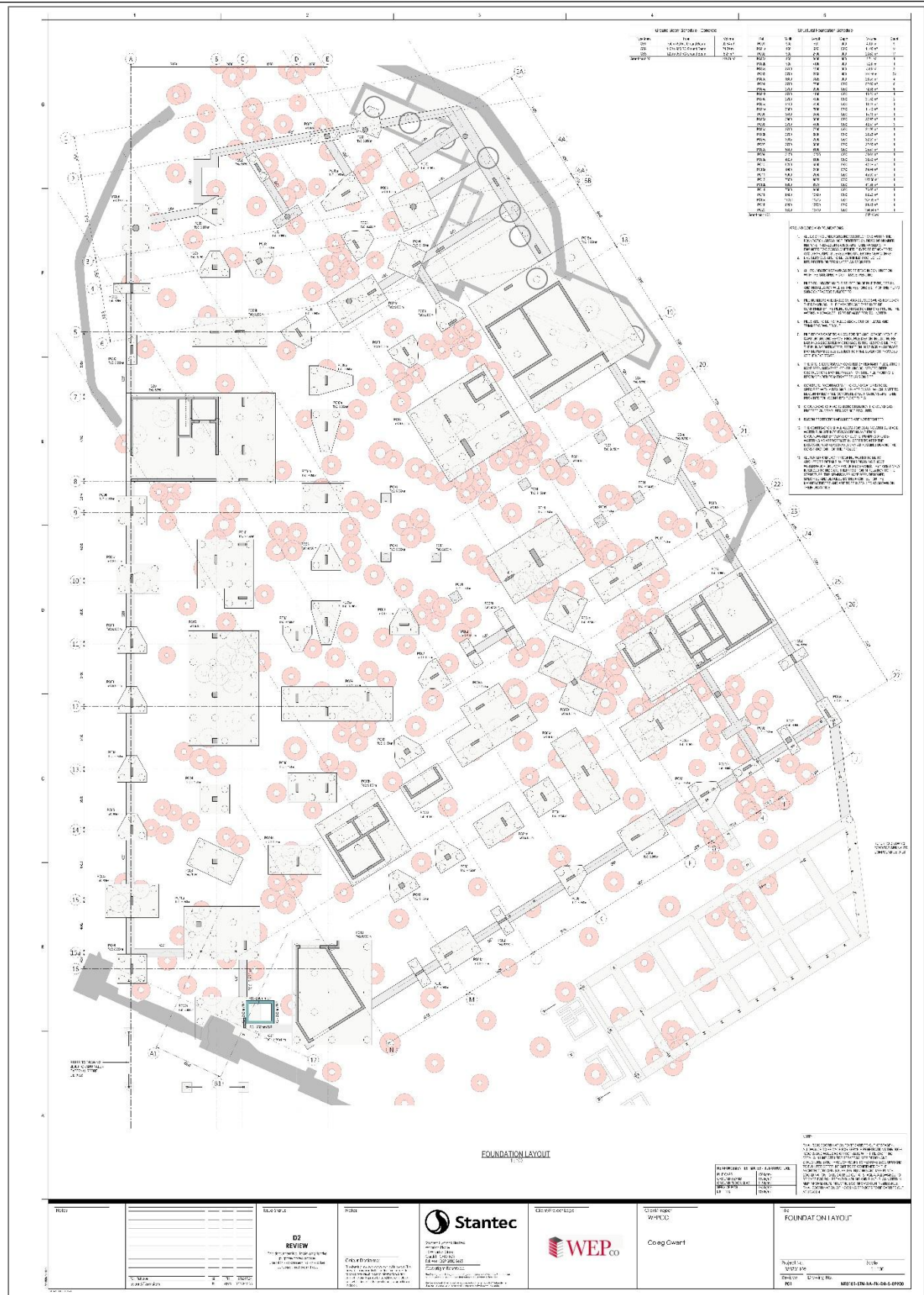


Figure 4: Proposed foundation plan.
Plan supplied by the client, not reproduced to scale

Location

- 1.11 The proposed development area is in the centre of Newport, South Wales, 16km to the north-east of Cardiff. The proposed development area was previously occupied by the Newport Leisure Centre which has since been demolished. The surrounding area is entirely urban in character. The site is bounded to the north and east by the A4042 Usk Way, a major route through Newport; beyond this, to the east, lie the University of South Wales campus and the River Usk. To the west are the Kingsway Centre and Friars Walk shopping developments, while Emlyn Street forms the southern boundary of the site
- 1.12 The site is not located within a Conservation Area and does not include any Statutory Listed Buildings or Scheduled Monuments. The nearest scheduled monument is located north of the development site: Newport Castle (MM009).

Geology

- 1.13 The underlying bedrock belongs to the St. Maughans Formation, a sedimentary bedrock of interbedded argillaceous rocks and sandstone formed in the Devonian Period approximately 393 to 419 million years ago. It is overlain by superficial deposits of Tidal Flat clays and silts formed up to 2 million years ago in a coastal environment (BGS, 2026).

Topography

- 1.14 The application site measures 0.9 hectares. The site currently consists of vacant land, in preparation for the new development to take place.
- 1.15 The site has a slight slope from 9.5mAOD in the north to 9.2mAOD in the south. There is a minor slope from east to west with levels in the east of 9.5mAOD falling to 9.3mAOD in the west.

Planning background

- 1.16 Condition 17, which is referenced in Henneb's planning statement and is attached to planning permission 22/0814, states that:

"No development (other than demolition) 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 Newport Local Development Plan."

"The archaeological work must be undertaken to the appropriate Standard and Guidance set by Chartered Institute for Archaeologists (CIfA), (www.archaeologists.net/codes/ifa) and it is recommended that it is carried out either by a CIfA Registered Organisation (www.archaeologists.net/ro) or an accredited Member."

- 1.17 The recommendation is that appropriate archaeological work will be needed to ensure that mitigation is undertaken to identify and record historic assets, and that such provision extends to mitigation for responding the discovery of previously unknown historic assets or finds during the development works to fulfil the condition of the planning application.
- 1.18 This report presents a design for archaeological investigation 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.

Previous site demolition work

- 1.19 Between September 2023 and February 2024, demolition works were completed by a demolition contractor, who were appointed by Newport City Council and observed by Ove Arup & Partners Ltd. The works included the removal of substructures and any associated earthworks required for reinstatement.
- 1.20 The foundations were removed to appropriate levels using localised excavations. The basement slab was left in situ. In some locations, partial foundations were left in situ due to the risk of damage to nearby live services in proximity to the foundations (Fig. 5). One of the residual risks noted in the post-demolition report was for unrecorded and/or historical piles to be present in the ground that may have been missed during the demolition process.
- 1.21 The excavations made to remove the foundations were generally backfilled with the excavation arisings which were compacted or topped with compacted class 6F2 material were required (Arup 2024).

Historic and Archaeological background

- 1.22 A HER enquiry was submitted to obtain information regarding the history of this area (ref: 9333).
- 1.23 The proposed development area falls within the Archaeologically Sensitive Area (ASA) of Newport City Centre. Newport City Council Supplementary Planning Guidance Archaeology and Archaeologically Sensitive Areas (2015) notes that:
- "The ASA's have been designated following appraisal by Glamorgan Gwent Archaeological Trust define the most likely areas in which archaeology may become a component in the determination of planning applications and give potential developers early indications of such factors. Their boundaries have been located in the main along modern features and they should not be taken as an absolute edge of the archaeological sites which could extend further."*
- 1.24 There are no Scheduled Monuments within the proposed development area. There is one Scheduled Monument within the 1km search area, Newport Castle (MM009), which lies 550m to the north-east.
- 1.25 No Listed Buildings lie within the development area. There are 129 Listed Buildings within the 1km search area (Newport Bridge has three designations, one in each community area it lies in), one of which is Grade I Listed (LB2998, St. Woolos Cathedral), and two are Grade II* (LB25847, George Street Bridge and LB2997, Newport Castle). The remaining buildings are Grade II.
- 1.26 The HER search did not retrieve any record of prehistoric date within a 500m applied search area.
- 1.27 Early prehistoric activity in the Newport area is characterised mainly by flint scatters and individual findspots. A chambered tomb, Gwern y Cleppa (MM022), is the closest Neolithic site to the development, c. 5km to the south-west.
- 1.28 Evidence of activity increases during the Bronze Age, including a Middle Bronze Age settlement at Redwick (Bell, 2001) over 10km to the south-east of the proposed development area, and several round barrows inland, such as Twyn Pant-Teg (MM065), 7km to the north-west.
- 1.29 The Iron Age is represented in the record by numerous hillforts and defended enclosures, such as Tredegar Fort (MM084), 3km to the west and Lodge Wood Camp (MM023), 4km to the north-east (Stratton & Garcia 2022).

- 1.30 No finds of Roman date are recorded in the HER within a 500m applied search area. However, Roman activity is well documented in the Newport area. A fortress was constructed at Caerleon (Isca) (MM230), in AD 74/75 as part of a network of fortresses built in south Wales during the conquest. The town of Venta Silurum, the civitas capital of the Silures, was located 15km to the east of Newport. Within Newport itself various individual findspots, including coins and inscribed stones have been recorded (Evans, 2001).
- 1.31 Although there is no evidence for medieval occupation within the boundaries of the development site, Newport boasts impressive medieval remains and it is during this time that the area developed as a port (Stratton & Garcia 2022).
- 1.32 The most significant archaeological remains from the period is the medieval ship found during a watching brief at the site of the Newport Art Centre (GGAT00197g). The ship was made in the North European Clinker Tradition and dated to the 15th century (Howell and Trett 2008). It was found in a well-preserved condition within the alluvial sediments on the west bank of the Usk.
- 1.33 The HER also records an extant quay dating to the 14th century (00197g), a pre-friary occupation site composed of at least two cess pits (12024g), as well as Westgate (00190g) known to have been used for customs and later as a prison, and the associated Old Manor House (00191g).
- 1.34 Nine assets recorded on the HER lie within the development site boundary, all dating to the post-medieval period (Fig. 6). These comprise a blacksmith's workshop (PRN17421g), a canal (PRN03263.1g), two railway features (PRN11579.1g; PRN11579.2g), an industrial building (PRN17420g), a public house (PRN17419g), and three areas of terraced housing (PRN17418g, PRN17422g and PRN17417g).
- 1.35 Five HER assets are recorded immediately outside the development area (Fig. 5), comprising two wharves (PRNS 15927g, PRN15818g), a post-medieval structure (PRN09020g), a modern drill hall (PRN1066g), and a creek (PRN0589g).
- 1.36 The importance of the area as a maritime trading centre continued into the post- medieval period. As Newport's commercial importance grew the town expanded substantially.

Previous Archaeological Work

- 1.37 In June 2022, Archaeology Wales undertook a heritage and archaeological desk-based assessment of land north of Emlyn Street, Newport, to assess its archaeological potential ahead of redevelopment (E007739).
- 1.38 Historic map regression identified 11 previously unrecorded sites (PRN03263.1g, PRN11579.1–.2g and PRN17417–22g), supplementing 208 previously recorded archaeological sites (Stratton & Garcia 2022).
- 1.39 The proposed development was identified as having the potential for indirect (visual) impacts on nearby designated assets, including Newport Castle (00192g; LB2997), George Street Bridge (07901g; LB25847), Newport Bridge (00198g; LB21459, 23139 and 26241), and listed buildings within the St Woolos Conservation Area. The assessment recommended a sympathetic design approach to minimise visual impacts (ibid). No Scheduled Monuments, Listed Buildings or Registered Parks and Gardens would be directly affected by the proposed development
- 1.40 The assessment also identified potential for previously unrecorded archaeological remains, ranging from the prehistoric to post-medieval periods, within underlying alluvial deposits. Groundworks associated with the proposed development were assessed as having a potential moderate to major impact on archaeological assets (ibid).

-
- 1.41 From 2006-2008, GGAT was commissioned to undertake an archaeological watching brief on the groundworks related to the redevelopment of the Kingsway Shopping Centre, Newport (E000122). Some remains of 19th century housing survived close to the line of the present Kingsway to the southeast of the development area. Elsewhere on the site development during the 1960s had removed any other traces of archaeology. No remains of medieval date, particularly those relating to the former Augustinian Friary were found (Sell, 2008).

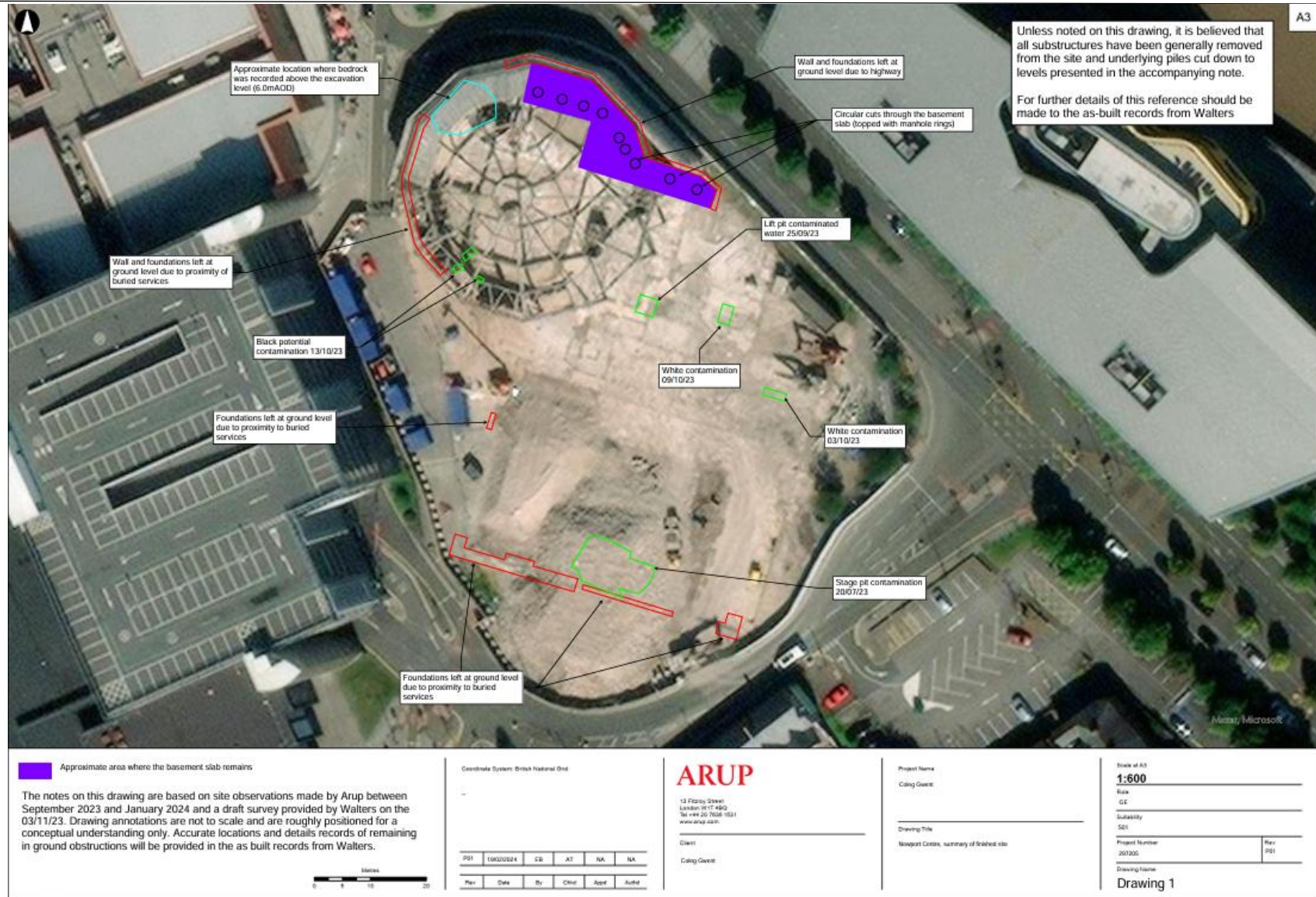


Figure 5: Summary plan of site post-demolition phase. Foundations left in situ near live services (red). Basement foundation left in situ (purple)
Plan Supplied by Client, not reproduced to scale.

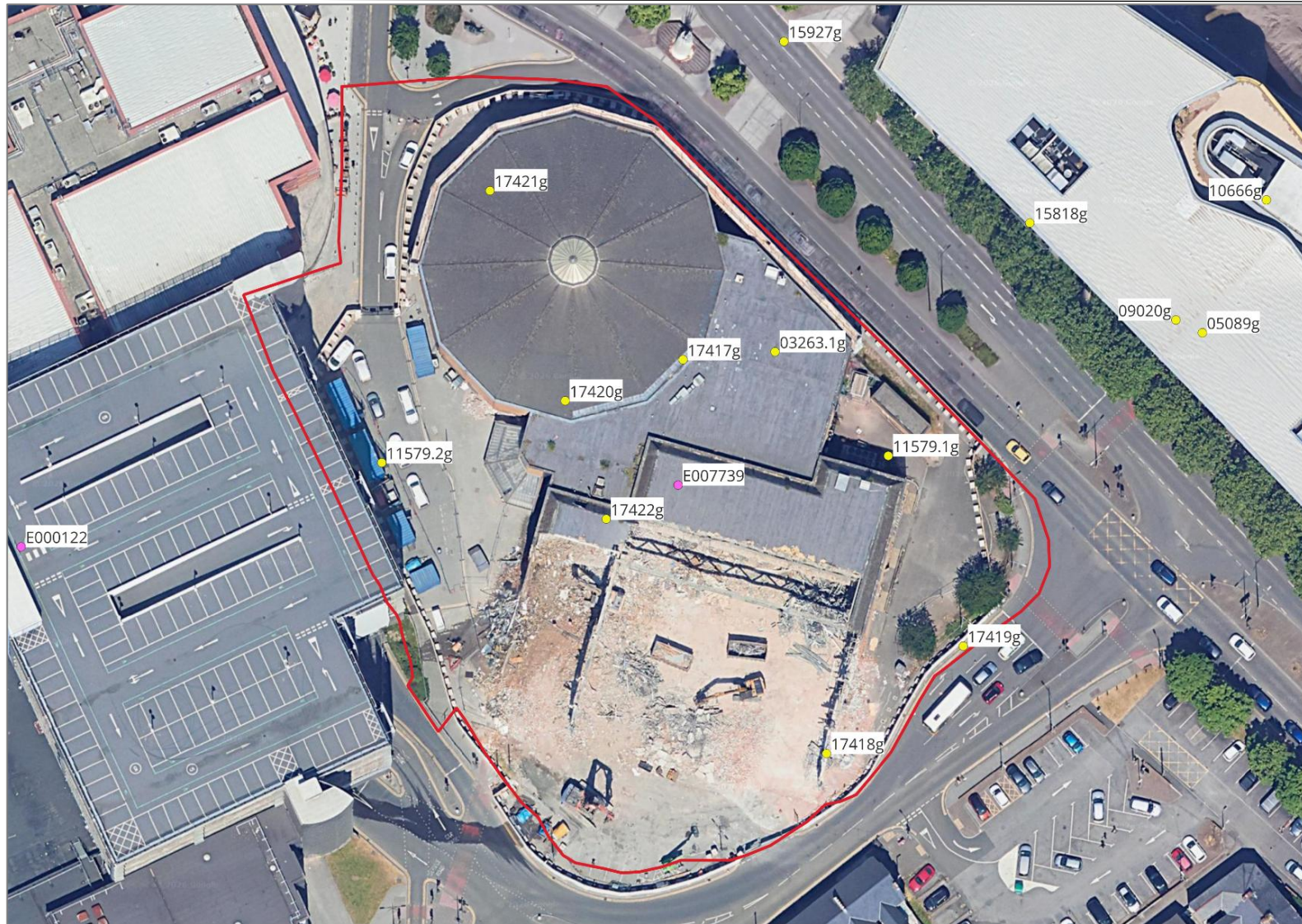


Figure 6: Site Location with relevant HER assets represented. Core points are shown in yellow Events are shown in pink.

Google Imagery © 2026 Bluesky, Infoterra Ltd & COWI A/S, Getmapping plc, Maxar Technologies Map data ©2026

2 Methodology

- 2.1 This document provides a scheme of works for:

The implementation of archaeological monitoring and recording during ground foundation works associated with redevelopment of 54,000 square metres of floorspace for educational use for Newport Knowledge Quarter (planning reference: 22/0814), which has the potential to expose, damage or destroy archaeological remains. Appropriate investigation and recording of any such remains will be undertaken if revealed. A report shall be prepared on the results of the monitoring and recording, and an archive created.

- 2.2 The archaeological mitigation will be conducted according to the Chartered Institute for Archaeologists' (CIfA) *Standard and Universal Guidance for Archaeological Monitoring and Recording* (2023). The purpose of the archaeological monitoring and recording as laid down in CIfA standard and guidance is:

Archaeological monitoring and recording will record and report on the archaeological resource within a specified area, using methods that are described in a project design (written scheme of investigation) that is fit for purpose.

The programme of work undertaken will be carried out by suitably competent persons in accordance with that project design and the CIfA Code of conduct and give due regard to the guidance for archaeological monitoring and recording.

All archaeological monitoring and recording will result in a report, published accounts where appropriate, and a stable, ordered, accessible archive.

- 2.3 The monitoring and recording work will entail an archaeologist being present during all ground works where there is a potential for archaeological remains to be exposed, damaged or destroyed.
- 2.4 It is essential coordination between the site contractors and archaeologist is established at the outset to avoid any potential disturbance to archaeology without an archaeologist being present, or unnecessary visits to the site when works are being carried out that do not require the presence of an archaeologist.
- 2.5 The archaeologist will monitor the ground works and aim to identify any archaeological remains that may require recording. They will have the authority to halt the works in areas where archaeological remains are identified until they have been further investigated and recorded.
- 2.6 Adequate time must be made available to the visiting archaeologist to ensure that appropriate recording can be undertaken of any archaeological features or deposits exposed during groundworks. The general approach for archaeological monitoring and recording will follow these procedures:
- The presence or absence of archaeological features encountered will be noted;
 - Where features of archaeological interest are identified they will be systematically investigated by hand with sufficient work being undertaken to determine their date, character and function, using the conventional techniques for archaeological excavation and in accordance with CIfA Standard and Guidance;
 - All features will be located as accurately as possible using GPS and other survey techniques, to be plotted on an overall plan of the development at an appropriate scale,

showing boundaries depicted on OS mapping, or located by the identification of OS grid lines;

- Contexts will be recorded digitally or manually on individual record forms, using a continuous numbering system, and be drawn and photographed as appropriate;
- As appropriate plans will be drawn on permatrace to a scale of 1:10, 1:20 or 1:50, and locations surveyed in by GPS;
- Photography will be undertaken digitally with a minimum resolution of 12 mega pixels. Images will include a metric scale in each view and be logged in a photographic register;
- In the event of human burials being discovered the Ministry of Justice (MoJ) will be informed. The remains will initially be left in situ, and if removal is required, a MoJ licence will be applied for under the Burial Act 1857; and
- In the event of finding any artefacts covered by the provisions of the Treasures Act 1996 (amended), the appropriate procedures under this legislation will be followed.

- 2.7 Should any unforeseen archaeological discoveries be made during the development, or in the event that archaeological remains of high significance are exposed, Heneb Field Services shall have the power to halt any ground works and shall inform the site agent/project manager. Heneb Field Services will prepare a written statement with plan detailing the archaeological evidence. Following assessment of the archaeological remains by all parties, if required, a contingency scheme of mitigation will be agreed in consultation with the LPA.

Artefact selection strategy

- 2.8 In accordance with section 4 of *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* Archaeological Archives Forum 2007 (revised 2011) a rigorous process of selection and discard will be followed so that only those elements that are considered of significance for potential future study will be retained. Bulk items such as ceramic building materials, stonework, large quantities of undiagnostic pottery, and material that is difficult to conserve such as worked wood, may be selected for discard once appropriate recording and analysis has been undertaken, on site or in the laboratory post-excavation.
- 2.9 Selection and discard is detailed below, but in general unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. All artefacts will be retained from stratigraphically secure contexts of 18th-century date or earlier. In the case of later or disturbed contexts, all 18th-century or earlier material will be retained, together with a sample of later finds to assist with dating and phasing, unless later deposits/artefacts are deemed to be of high archaeological value.
- 2.10 Heneb has a retention policy for artefacts which prioritises as follows:

High priority for retention

- Rare finds from stratified and unstratified contexts
- Prehistoric and early medieval assemblages
- Key stratigraphic dating assemblages crucial to the structural development of the site
- Assemblages which are not well represented in museum collections

High priority for disposal

- Unstratified material unless intrinsically dateable and unusual/rare
- Artefacts from residual/intrusive contexts unless of key stratigraphic importance
- Assemblages already well represented in museum collections
- Unprocessed environmental/soil samples

Staffing

- 2.11 The project will be managed by Fran Murphy MCIfA, of Heneb Field Services.
- 2.12 The on-site works will be undertaken by appropriately experienced archaeologists, from Heneb Field Services.
- 2.13 The client should be aware that in the event that significant archaeological remains are revealed there may be a requirement for more detailed excavation and specialist services. Any further work over and above the original archaeological monitoring and recording and report would be the subject of a separate WSI and costing.

Post-excavation and reporting

- 2.14 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
- 2.15 All artefacts and environmental samples will be treated in a manner appropriate to their composition and a sampling strategy will be developed as appropriate:
- All stratified finds will be collected by context, or where appropriate, individually recorded in three dimensions. Unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.
 - All finds and samples will be collected, processed, sorted, quantified, recorded, labelled, packed, stored, marked, assessed, analysed and conserved in a manner appropriate to their composition and in line with appropriate guidance.
 - arrangements will be made to assess and study any artefacts, assemblages and environment samples, should this be required to fulfil the objectives of the mitigation.
 - Any artefacts recovered during the work will be deposited with an appropriate museum, subject to the permission of the owner.
- 2.16 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
 - Monitoring and Recording results
 - Conclusions
 - References
 - Appropriate appendices on archives and finds
- 2.17 If material evidence is recovered that requires specialist assessment, Heneb has a team of internal and external specialists who advise and undertake the appropriate levels of study. For the Heneb south region, these include the following:

- Animal Bones – Worcester Archaeology
- Conservation - Phil Parkes (Cardiff University)
- Environmental / Pollen analysis – Worcester Archaeology or AOC Archaeology
- Fish bones – Jennifer Browning (University of Leicester Archaeological Services)
- Geophysics – Andrew Shobbrook (Heneb)
- Human Remains – Kate Hemer (UCL University)
- Industrial Archaeology –Jennifer Protheroe-Jones, Principal Curator – Industry, National Waterfront Museum, Swansea
- Metallurgical analysis - Dr Tim Young (Geoarch)
- Post-medieval / medieval pottery – Dee Brennan (local independent specialist)
- Prehistoric Pottery – Dr Alex Gibson (formerly of University of Bradford / now independent pottery specialist)
- Prehistoric Flint – Dr Andrew David (formerly of English Heritage, now independent lithics specialist)
- Radiocarbon dating - Beta Analytic or SUERC
- Roman Glass – Ken Murphy (Heneb)
- Roman Pottery – Peter Webster (Freelance)

- 2.18 The report summary will be provided in English and Welsh, in accordance with the *'Guidance for the Submission of Data to the Heneb Historic Environment Record (HER) (2024)'*

Site archive

- 2.19 The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015, the ClfA (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).
- 2.20 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 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 (ClfA), 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

- 3.2 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

- 3.3 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

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

Data Selection

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

- ClfA *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020b).
- ClfA *Toolkit for selecting archaeological archives*.
- ClfA *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:2*
- 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)

- 3.6 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.

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

- 3.8 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.

- 3.9 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.

- 3.10 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

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

Preservation

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

Accessibility

- 3.15 Data will use standard software and formats where possible to maximise opportunities for use and reuse in the future.
- 3.16 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

- 3.17 The Project Manager will be responsible for the implementation of the DDMP throughout the course of the project.
- 3.18 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.
- 3.19 Data will be checked routinely by the Project Manager as a means of quality assurance.
- 3.20 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.
- 3.21 Following deposition with the relevant digital repository, data management will become the responsibility of the receiving organization.
- 3.22 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

- 3.23 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](#).
- 3.24 All data, including any sensitive data is stored securely to protect against its loss, misuse and alteration.
- 3.25 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.
- 3.26 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

- 3.27 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 Sources

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Evans, E. 2001. *Romano-British South East Wales Settlement Survey: Final report*. Glamorgan Gwent Archaeological Trust. Report no. 2001/023.

Sell, S. H. 2008. *Kingsway Shopping Centre, Newport: archaeological watching brief*. Glamorgan Gwent Archaeological Trust. Unpublished report.

Stratton, S. & Garcia Rovira, I. 2022. *Desk-based Assessment: The Newport Centre, Newport*. Archaeology Wales. Unpublished report no. 2096.

5 Appendix 1 Selection Strategy

Newport Knowledge Centre NGR: ST 31420 87878 Project type: Archaeological Monitoring and Recording Date: 07/07/2026 Selection Strategy v1.0	
Project Management	
Project Manager	Fran Murphy
Project Supervisor	TBC
Archives Manager	Sophie Watson
Project Stakeholders	
Project Lead / Project Assurance	TBC
Client / Landowner	WEP Co Ltd
Other	
Collecting Institutions	
Regional Historic Environment Record	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	TBC
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 7 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 RCAHMMW Guidelines for Digital Archives (Version 2). Digital data will be transferred via OneDrive upon the completion of the project as agreed with Helen Rowe (Senior Archivist - RCAHMMW).

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 archaeological monitoring and recording includes the following;

Photographs (.tif)

Photographic Catalogue (.xls) *Microsoft Excel*

Grey Literature Report (.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 an archaeological monitoring and recording includes the following;

- Context register
- Context sheets
- Site plans
- Section drawings

Physical Project Data (Materials)

There is potential for artefactual material to be gathered during the fieldwork stage of the project.

The methodology for the treatment of materials is outlined in section 6 of the Written Scheme of Investigation. In summary, artefacts and contextual evidence that can help address specific research questions will be prioritised for retention and where appropriate, external specialist assessment may be employed to help identify the research potential of cohesive assemblages. In addition, local curators may be consulted as to whether specific local knowledge might be enhanced through study and retention of the collected archive, beyond any broader regional research questions.

In the instance that significant artefactual material is identified, a suitable repository will be identified and contacted once the nature, quantity and condition is known. The decision would be made by Heneb field services in conjunction with the relevant stakeholders, informed by the research potential and heritage significance of the archaeological evidence uncovered.

