

Written Scheme of Investigation for Archaeological Mitigation_V1

Caerleon Comprehensive School, South Wales

FS26-049

(03/06/2026)



Submitted on behalf of
Willmott Dixon Construction Limited

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1 Introduction

- 1.1 This Written Scheme of Investigation (WSI) has been prepared by Heneb Field Services the contracting arm of the Trust for Welsh Archaeology, to provide a methodology for a scheme of archaeological mitigation within the proposed development area at Caerleon Comprehensive School, Cold Bath Rd, Caerleon, South Wales (centred on ST 33514 90528, Figs 1-7).
- 1.2 The proposed development comprises the construction of a New Sports and Teaching Facility including altered parking arrangements and associated landscaping and infrastructure at Caerleon Comprehensive School. (Figs 4-6).
- 1.3 Planning permission (planning app. Ref. 25/1030) has been granted by the Newport City Council for the development, with conditions, one of which No 3, relates to the historic environment.

Condition 3 of planning consent states-

Notwithstanding the information submitted, no ground disturbing works of development or site clearance shall take place until the local planning authority has been informed in writing of the name of a professionally qualified archaeologist who is to be present during the undertaking of any excavations in the development areas so that a watching brief can be conducted. No work shall commence until the local planning authority has confirmed in writing that the proposed archaeologist is suitable. A copy of the watching brief report shall be submitted to the Local Planning Authority within two months of the fieldwork being completed by the archaeologist.

- 1.4 A previous WSI for an archaeological watching brief was produced by Heneb Field Service and approved by the local authority. This archaeological watching brief has been underway during groundworks associated with the development. During a recent phase of these groundworks, a segment of Roman wall was identified, along with several metalised surfaces, a potential segment of road and a curving segment of ditch that are all considered to be Roman in date (Photos 1 and 2). It is assumed that these remains could be associated with the nearby Caerleon Legionary Fortress (MM230), located just to the northeast of the site, and the Caerleon Civil Settlement Area under Broadway Playing Fields (MM254), situated immediately adjacent to the southeast and running parallel along the southeastern boundary of the site.
- 1.5 Due to the potential significance of these archaeological remains further consultation was undertaken with the archaeological advisor to the Local Planning Authority, Heneb: Glamorgan Gwent Region – Development Management. As a result, it has been agreed that a programme of archaeological mitigation should be undertaken comprising of a mixture of archaeological watching brief and excavation within the proposed developments boundaries.
- 1.6 The aim of the archaeological mitigation will be to identify, fully investigate, and record any archaeological remains to the extent made possible by the methods put forward in this WSI, within the area proposed for development.
- 1.7 This WSI has been commissioned by Willmott Dixon Construction Limited. This WSI details the methodology for an archaeological watching brief combined with strip, map and excavation, which will be undertaken by Heneb Field Services and has been prepared in accordance with the Chartered Institute for Archaeologists (CIfA) Standard and Universal Guidance for Archaeological Field Evaluation (CIfA 2023). A copy will be sent to the archaeological advisors to the local planning authority for their approval.
- 1.8 In order to obtain the latest information about the site to inform the background archaeological research, a request was made by Heneb Field Services to the local regional HER at Heneb-

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- Glamorgan Gwent region for the records of every site that was located within a 250m diameter from the centre of the proposed development (HER Enquiry Reference Number: 9238).
- 1.9 The entire site measures roughly 89m long northeast-southwest by 27m wide northwest-southeast and is subdivided into three separate phases of groundworks. Also set within each individual phase of groundworks are several areas designated as either watching brief or strip, map and excavation areas. The locations of the three phases of groundworks, along with the separate areas of watching brief and strip, map and record, are collectively shown in Figure 7.
- Phase 1 area: 28m long northwest-southeast by 21m northeast-southwest.
 - Phase 2 area: 28m long northwest-southeast by 26m northeast-southwest.
 - Phase 3 area: 28m long northwest-southeast by 32m northeast-southwest.
- 1.10 Heneb Field Services has considerable experience of this type of project and always operates to best professional practice. Heneb-the Trust for Welsh Archaeology 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.
- 1.11 ***Heneb: The Trust for Welsh Archaeology is a CIFA Registered Archaeological Organisation.***



Photo 1: View west of potential Roman parade ground wall and possible road surface in the left of the photo. 1m scale



Photo 2: View southeast of northwest facing section in attenuation tank 1 Showing the remains of a suspected Roman ditch cutting an earlier metallised surface visible in section. 1m scale



Figure 1: Site map location shown in red circle. Map data from OpenStreetMap (OSM)

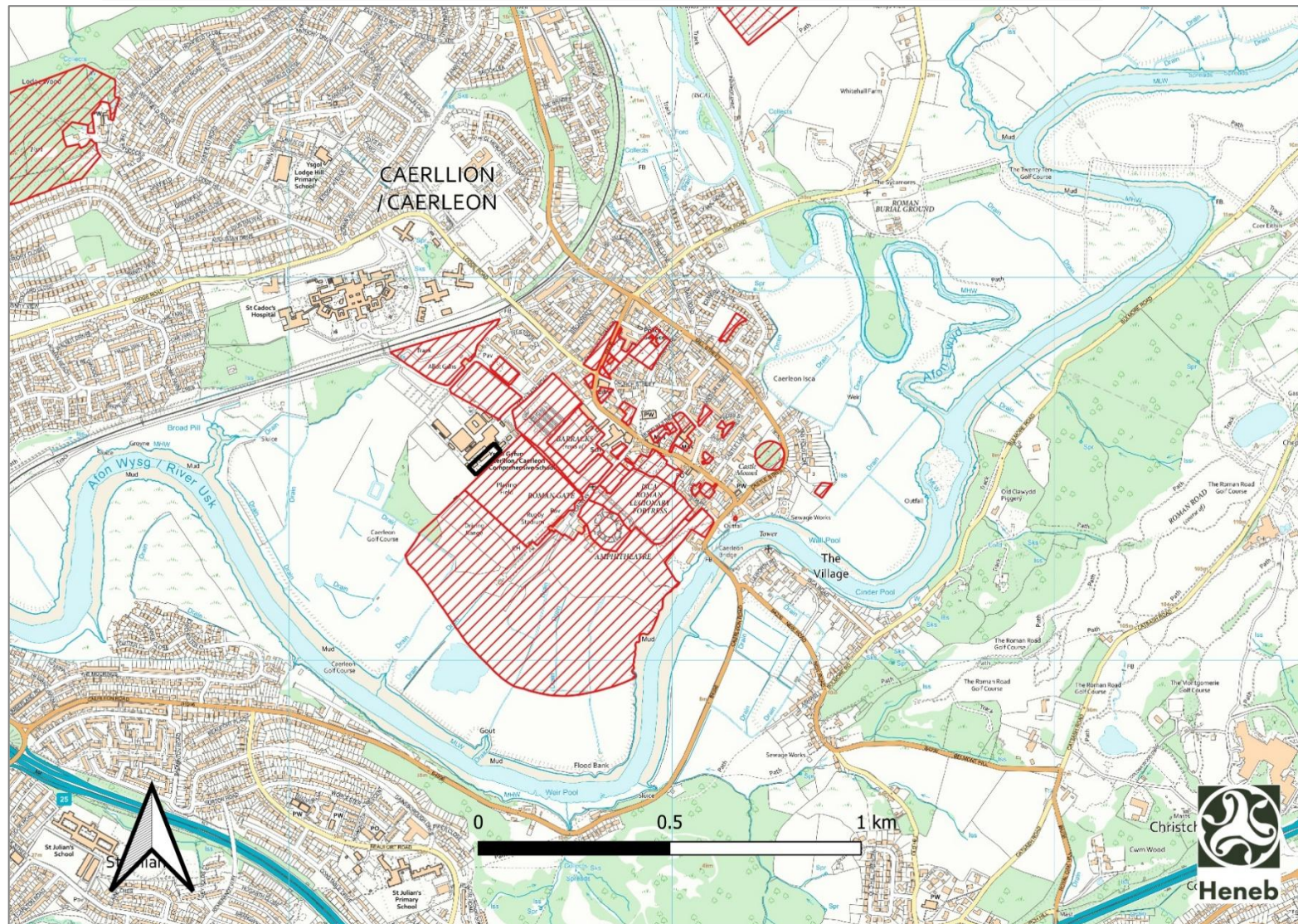


Figure 2: Site map location, and boundary of site shown in black. Surrounding scheduled monument areas of Caerleon shown in red. Map data from The Map Shop (OS) Licence Number 100019311_02/02/26.



Figure 3: Site map location, and boundary of site shown in black. Surrounding scheduled monument areas shown in red. Map data from The Map Shop (OS) Licence Number 100019311_02/02/26.



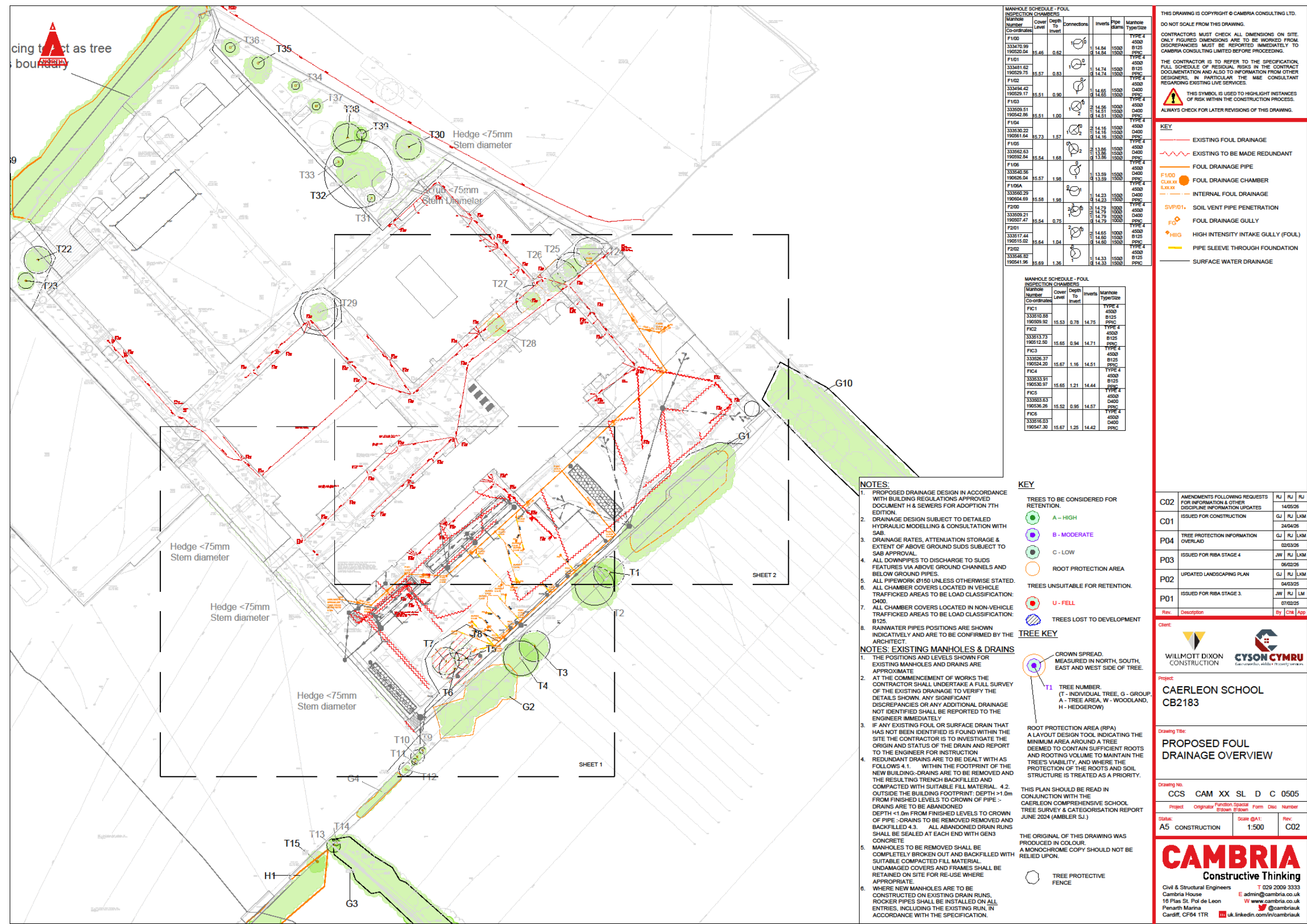


Figure 5: Service plan showing both existing and proposed services (Provided by the client)



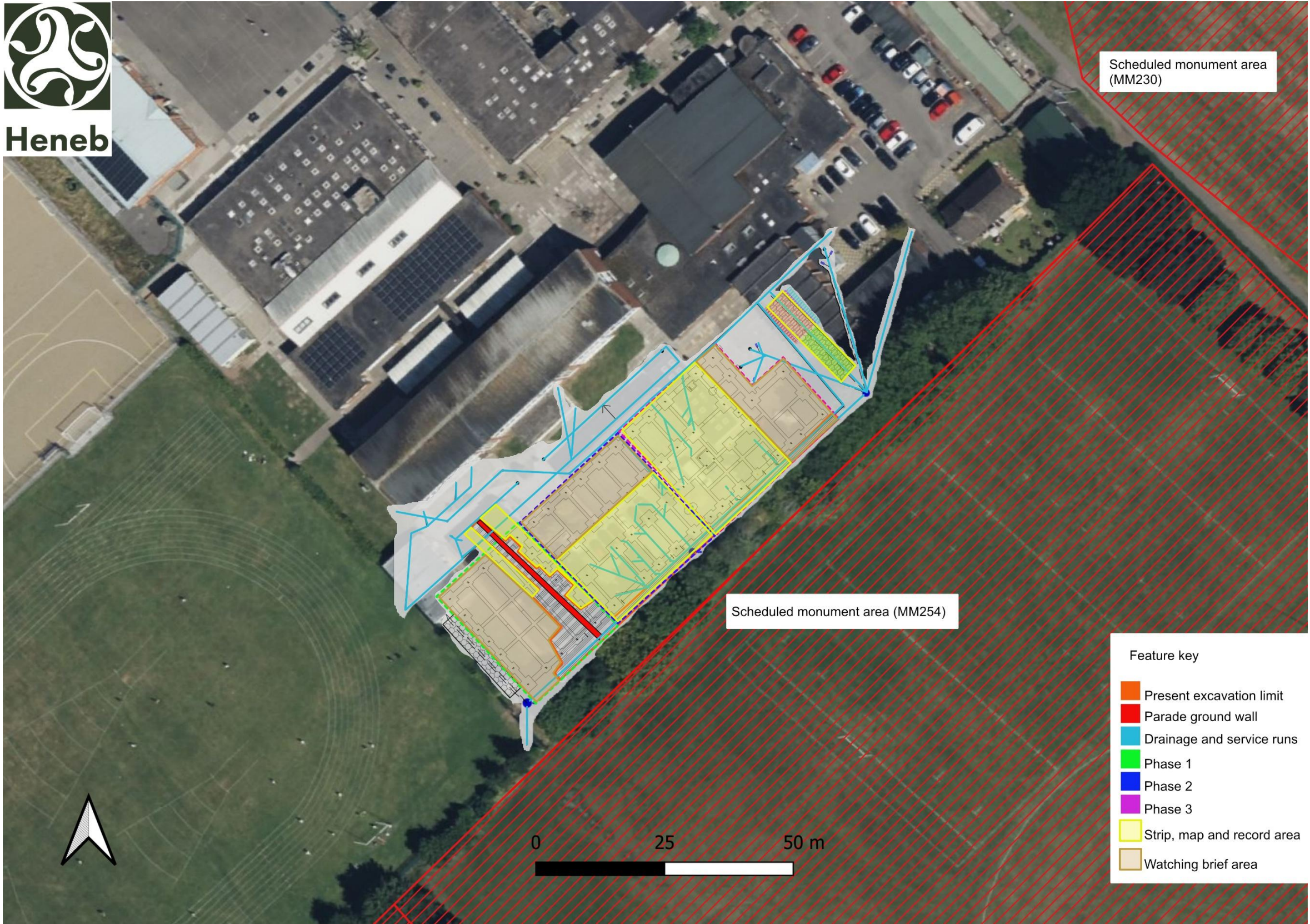


Figure 7: Plan showing separate areas of watching brief and strip map and excavation areas. Also showing service runs and phasing of groundworks.

Location, geology and topography

Location

- 1.12 The proposed development area (centred on NGR ST 33514 90528) is situated within the grounds of Caerleon comprehensive school which is located on the west side of the village of Caerleon. Within the wider landscape the site is located 7km to the southeast of the town of Cwmbran and 3.5km to the northeast of the city of Newport, south Wales.

Geology

- 1.13 The Bedrock geology at the site is formed of the 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). Overlying the bedrock are superficial deposits comprising of 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) (BGS online).

Topography

- 1.14 This site lies within the grounds of Caerleon comprehensive school and formerly contained four individual buildings belonging to the school that have recently been demolished. Large areas of tarmac parking also previously occupied this area along with smaller areas of grass lawns and concrete pathways.

Planning background

- 1.15 Planning application 25/1030 has been granted with conditions by the Newport City Council for Construction of a New Sports and Teaching Facility including altered parking arrangements and associated landscaping and infrastructure '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-

Notwithstanding the information submitted, no ground disturbing works of development or site clearance shall take place until the local planning authority has been informed in writing of the name of a professionally qualified archaeologist who is to be present during the undertaking of any excavations in the development areas so that a watching brief can be conducted. No work shall commence until the local planning authority has confirmed in writing that the proposed archaeologist is suitable. A copy of the watching brief report shall be submitted to the Local Planning Authority within two months of the fieldwork being completed by the archaeologist.

- 1.16 A written scheme of investigation for an archaeological watching brief was submitted to, and approved by, the local planning authority prior to the commencement of groundworks. As outlined in the introduction, the discovery of significant archaeological remains has necessitated further archaeological mitigation and a revised WSI to address the requirements of the local planning authority.

Archaeological significance

- 1.17 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.

- 1.18 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.
- 1.19 An HER search (Ref 9238) included the following historic assets adjacent to or inside the school boundary. All relate to the Roman period.
- 0515g NW Turret, Prysog Field. North-west corner angle turret
 - 0516g W Turret, Prysog Field. First turret from the north on the west wall.
 - 00573g Caerleon Parade Ground Wall. Remains of massive precinct wall aligned parallel with the larger side of the fortress were found during excavations in 1954 separating a probable parade ground and the civil settlement.
 - 00593g Caerleon Bear House Field Building Viii. A building in the eastern canabae at the Roman fortress of Caerleon. The plan is 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.
 - 02322g Tombstone, Caerleon Roman inscribed tombstone, with inscription MATVNAC.
 - 09200g Roman Structure, Caerleon Comprehensive School. A substantial stone wall 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. Remains of a winged corridor building (00573g) were discovered to the south of this wall.
 - 11065g Street, West Canabae, Caerleon. A street (B4 in Evans 2000, 509) at right-angles to B3, running alongside the courtyard building C18 (J Roman Stud 46 (1956), fig 20).
 - 11066g Street, West Canabae, Caerleon. A street (B4 in Evans 2000, 509) at right-angles to B3, running alongside the courtyard building C18 (J Roman Stud 46 (1956), fig 20).
 - 11068g Possible Streets, West Canabae, Caerleon. Two lengths of metalling on the north and east sides of the east wing of the winged corridor building PRN 00593g in the western canabae at Caerleon (J Roman Stud 46 (1956) fig 21), on the same alignment as the oblique shops (see below). It is not certain whether this was a street or streets. Recorded as B8 in Evans 2000, 509.

- *11071g Possible building in Caerleon canabae. A length of wall, possibly associated with paving, noted in watching briefs.*
- *11323g Wall, Roman Legionary Fortress, Caerleon. A dense concentration of squared limestone blocks that appear to be a retaining wall of some sort, found at SO 333575 190631. The wall runs E to W and is 3 courses high on the south face and is built into the pink clay on the northern side. Although the date is unclear it is thought to be of Roman construction due to its stratigraphic position and to represent either part of the outer defences of the fortress or some extra-mural settlement or 'vicus'.*

1.20 In association with the HER records, there are three Scheduled Monuments bounding the school. MM231 lies to the north, MM230 to the east and MM254 to the south of the school site (Figure 3). The Cadw descriptions are as follows:

MM231 Caerleon Civil Settlement

The monument consists of the remains of a civil settlement, known as the Canabae, associated with and located on the W side of the Roman fortress of Isca. The extent of the civilian settlement is known as a result of geophysical survey and small scale excavation and covers land to the S and W of the fortress, either side of the modern Broadway. The Broadway follows the line of a road of Roman date that led from the W gate of the fortress to the quay on the River Usk and was the main focus of civilian settlement. Geophysical survey in the fields around the amphitheatre revealed a complex of large public style buildings extending over an area of about 5 hectares. Work in the 1950s had indicated the presence of large roman buildings in this area, including a bath-house and a building with a monumental entranceway. The monumental complex revealed during the geophysical survey includes one of the largest buildings known from Roman Britain, as well as several other buildings reminiscent of roman 'public' military architecture. Small-scale excavation on the site confirmed that the monumental complex was Roman in date, probably going out of use in the early-3rd century AD, and that it consisted of three distinct structures. The monumental complex has been interpreted as part of the official civilian settlement, the Canabae Legionis. Other structures associated with the Canabae have been located through geophysical survey on both sides of the Broadway, running back approximately 50m from the road. The survey also revealed several small roads running off Broadway, along which structures were identified. The structures appear to be multi-phased and constructed from both timber and stone. The site of the 3rd century AD quay was identified at the W end of Broadway and was excavated in the 1960s, it lies under the modern golf course. Further settlement structures have been identified on the NW side of the fortress, in an area of allotments and playing fields, these are also included in the scheduling. The monument is of national importance for its potential to enhance our knowledge of Roman urban settlement organisation. It retains significant archaeological potential, with a strong probability of the presence of associated archaeological features and deposits. The scheduled area comprises the remains described and areas around them within which related evidence may be expected to survive.

MM230 Caerleon Legionary Fortress

The monument comprises buried features and earthworks representing a Roman legionary fortress. The fortress at Caerleon, or Isca, is one of only three permanent legionary fortresses in Britain and was founded around AD75. Its construction was probably linked to the campaigns of the Governor of Britannia, Julius Frontinus, against the Silures. The fortress was home to the 2nd Augusta Legion, a legion of over 500 men. The site of the fortress was chosen for its position on gently rising ground adjacent to the river Usk at a point where it could be bridged but was also accessible to sea-going ships, and on the road between Wroxeter, Gloucester and Carmarthen.

The fortress covered an area of 50 acres and conformed to the standard playing card design, had a gated entrance in the middle of each side and was divided into insulae, or blocks, by a network of roads. The fortress was in use by the 2nd Augusta Legion until around AD300 after which it continued to be partly occupied although there is no clear evidence to determine whether the occupation was military or civilian. The earliest defences comprised a turf and clay bank surmounted by timber defences, timber towers forming gatehouses at each entrance, and single timber towers spaced at intervals around the fortress walls. A large V-shaped ditch, 8m wide and 2.5m deep, ran around the outside of the defences. Excavation of a section of the fortress defences in Prysog Field revealed that oak logs had been laid on the ground as a foundation for the bank. Over these foundations the bank was constructed using turves cut to regulation size, and clay dug from the external ditch. The bank had a vertical outer face and was 5.5m wide and up to 3m high. A road, the via sagularis, ran around the inside of the rampart and allowed soldiers rapid access to the defences in case of attack. At the beginning of the 2nd century AD the timber defences were rebuilt in stone. The outside face of the bank was fronted with a stone wall 1.5m thick, the gates were fortified by twin towered stone gatehouses and a series of stone turrets replaced the individual timber towers. The internal layout of the fortress conformed to the standard legionary fortress plan, with the via principalis running E/W through the fort, the via praetoria running N/S to intersect with it, and a network of other roads linking the different areas of the fortress. The earliest buildings are likely to have been timber-built, later replaced in stone. In the centre of the fortress, under the modern Church, was the Principia or headquarters, behind which was the Legate's residence. Either side of the Legate's residence were a series of workshops, one of which, a large courtyard building, has been subject to geophysical survey. The results of the survey suggest that it was used for ironworking on an industrial scale. Barrack blocks were located both along the N side of the via principalis and inside the N defences. A section of the N barrack block complex was excavated in 1927/29 by Victor Nash Williams and is still exposed. The barrack blocks would have housed a legionary century (80 men), with 10 groups of eight men sharing two rooms. The smaller of the two rooms would have been used for storage and the larger room for sleeping. The centurion's residence, which included housing for junior officers and also offices, is located at the N end of each barrack block. A latrine block is located to the N of the barrack blocks, immediately inside the defensive bank. A series of ovens and cookhouses are located on the inside of the W rampart, separated from the barracks by the line of the via sangularis. On the S side of the via principalis were the fortress baths. These were subject to a series of excavations between 1964 and 1981. The baths were one of the first buildings to be constructed from stone, and date to AD75/77. They were an enormous complex, and included a large open air courtyard with a swimming pool and a huge range of buildings that contained the baths and an exercise hall. The outdoor swimming pool and a section of the cold baths, frigidarium, are on display in the fortress baths museum. On either side of the baths complex, fronting the via principiis, were houses for Tribune's, senior army officers. In the SW quadrant of the fortress the area behind the Tribune's houses was occupied by three granaries and a large courtyard building that was used as a warehouse. Excavations carried out on the W range of the courtyard building revealed that it had been used for the storage of military equipment, with an exceptional collection of bronze and iron armour fragments found in one room. On the E side of the baths complex a possible hospital was identified through excavation, while further barrack blocks were located inside the S defences, either side of the via preatoria. The monument is of national importance for its potential to enhance our knowledge of Roman military organisation. The monument forms an important element within the wider context of the Roman occupation of Wales and the structures may contain well preserved archaeological evidence concerning chronology, layout and building techniques. The scheduled areas comprises the remains described and areas around them within which related evidence may be expected to survive.

MM254 Caerleon civil Settlement; area under Broadway Playing Fields

The monument consists of the remains of a civil settlement, or canabae, of Roman date on the W side of Isca. The extent of the civilian settlement is known as a result of geophysical survey and small scale excavation, and covers land to the S and W of the fortress. The main focus for the settlement is the road leading from the W gate of the fortress to the quay on the River Usk, the modern Broadway, although settlement structures have also been recorded on the NW side of the fortress. Excavations in the 1950s on the N side of Broadway revealed a complex of settlement remains. The earliest structural evidence was from timber buildings contemporary with the establishment of the fortress, which were later replaced in stone when the canabae was established. Excavation evidence also revealed that in the late 1st or early 2nd century AD part of the civilian settlement to the N of Broadway, that closest to the fortress, was cleared of buildings and a metalled surface laid. It is thought that this area was then used as a parade ground. Recent geophysical survey has revealed that substantial remains still survive under the modern playing fields. The monument is of national importance for its potential to enhance our knowledge of Roman urban settlement organisation. It retains significant archaeological potential, with a strong probability of the presence of associated archaeological features and deposits. The scheduled area comprises the remains described and areas around them within which related evidence may be expected to survive.

Previous Archaeological Work

- 1.21 Partial excavations were carried out in the 1950s by Nash-Williams in the surrounding area, investigating the parade ground and surrounding features. These results were never published, although Nash-Williams notes survive and have been used to gain a general understanding of this part of the Roman fort and settlement.
- 1.22 In 2007 Glamorgan-Gwent Archaeological Trust carried out an archaeological watching brief during the excavation of post holes for perimeter fencing at Caerleon Comprehensive School (Hart 2007). Three fencelines were installed, with a total of 124 postholes excavated but no features of archaeological interest were encountered.
- 1.23 In 2008 Cardiff Archaeological Unit carried out an archaeological evaluation within the school grounds, but to the northwest of the current development area, on the other side of the existing school buildings (Turner 2008). Four 10m by 2m, and two 5m by 2m trenches were excavated. Roman deposits, thought to relate to a trackway, were revealed in one trench, a robbed out stone wall in another, and a substantial 1.45m wide Roman stone wall in another trench, thought to be related either to the Roman parade ground of a winged hall building to the south.
- 1.24 In 2012 Glamorgan-Gwent Archaeological Trust carried out a trenched evaluation within the bounds of the current development area (Dunning 2012). A Roman occupation layer was revealed at a depth of around 15.24mOD and Roman artefacts dating from the 1st to 4th century AD were recovered. However, due to soil conditions the full extent of potential Roman material was not established.
- 1.25 An archaeological watching brief was carried out during intrusive geotechnical investigation works undertaken in 2025 (Heneb 2025). During these works a segment of wall was identified within test pit 2 and is suspected to be Roman in date.
- 1.26 An ongoing archaeological watching brief is being undertaken by Heneb Field Services on the site. During initial groundworks a suspected segment of a Roman parade ground wall was identified, along with several metalled surfaces, two separate segments of ditch and a suspected road surface which are all considered to be Roman in date.

2 Methodology

2.1 This document provides a scheme of works for:

The implementation of a scheme of archaeological mitigation comprising a mixture of strip map and excavation and archaeological watching brief associated with the construction of a New Sports and Teaching Facility including altered parking arrangements and associated landscaping and infrastructure at Caerleon Comprehensive School. The archaeological mitigation will:

- **identify, fully investigate, and record any archaeological remains to the extent possible by the methods put forward in this WSI**
- **determine (so far as possible) the stratigraphic sequence and dating of the deposits or features identified**
- **establish the context and content of investigated archaeological deposits and features,**
- **disseminate the analysed results through deposition of an ordered archive, the deposition of a detailed report(s) with the regional Historic Environment Record, and through the production of reports and publication at a level of detail appropriate to the significance of the results.**
- **These will satisfy the stated aims on the project and comply with the code of conduct and other relevant regulations of CIfA.**

Project Objectives

- 2.2 Provision of a written scheme of investigation to outline the methodology by which Heneb Field Services will undertake the archaeological mitigation (this document).
- 2.3 To undertake an archaeological watching brief and archaeological strip, map and excavation to identify the presence/absence of any archaeological deposits.
- 2.4 To establish the character, extent and date range for any archaeological deposits to be affected by the proposed development groundworks.
- 2.5 To appropriately investigate and record any archaeological deposits to be affected by the ground works.
- 2.6 To produce an archive and report of any results.

Strip, Map and Record Excavation Methodology

- 2.7 The topsoil and any non-archaeologically significant deposits across the area will be carefully removed using a 360° mechanical excavator fitted with a flat bladed grading bucket under permanent archaeological supervision.
- 2.8 Arisings will be stored adjacent to the excavated areas (at a safe distance).
- 2.9 The limits of the Strip, Map and Excavation will be undertaken with three separate phases contained within the site boundary (Figs 6 and 7).
- 2.10 Any archaeological features identified within the Strip, Map and Excavation area will be defined and surveyed using either accurate GPS or a Total Station Theodolite.
- 2.11 Sample areas of the site strip will be hand cleaned to further define the presence or absence of archaeological features, and to determine their significance. A sample of archaeological features present will then be archaeologically excavated and recorded in order to determine their character, distribution, extent, date and importance.

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- 2.12 The sample size will be determined by the significance of the exposed archaeology and in consultation with the archaeological advisor to the LPA. It is proposed this will include:
- 20% of ditches and gullies;
 - 50% of pits, postholes, hearths and beam slots;
 - If structures are identified then these will be fully cleaned within the excavation area;
- 2.13 All archaeological deposits will be recorded by archaeological context sheet, scale drawing, photography and site notebooks in accordance with current professional best practice and in accordance with the Recording Manual used by Heneb Field Services. A digital photographic record will be maintained as a minimum, using a high-resolution camera, with photographic information recorded for all images taken.
- 2.14 Features containing deposits of environmental significance will be sampled. The samples will be retained in stable conditions until analysis can be arranged.
- 2.15 All archaeologically significant artefacts, ecofacts and samples will be retained and, where possible, related to the contexts from which they derived. Sensitive material will be stored in appropriately stable conditions. Finds will be temporarily stored by Heneb Field Services in stable conditions. All finds, except those deemed to be Treasure, will remain the of the landowner, but it is assumed that permission has been given by the landowner for these to be stored as part of the archive in a suitable repository (ownership will still be with the landowner).
- 2.16 Under the 1996 Treasure Act, "treasure" can be summarised as:
- Any object other than a coin containing at least 10% gold or silver and at least 300 years old;
 - Any prehistoric assemblage of base metal;
 - Coins found together which contain 10% gold or silver (but no single coins) and groups of at least 10 coins of other metals, provided they are at least 300 years old;
 - Any object found associated with treasure except unworked natural objects; and
 - Any object which would have been Treasure Trove before the 1996 Act but not covered above.
- 2.17 The Treasure Act was amended in July 2023 and is summarised as:
- If found on or after 30 July 2023, a find may be potential Treasure if it does not meet the above criteria but is made at least partially of metal, is at least 200 years old, and provided exceptional insight into an aspect of national or regional history, archaeology or culture by virtue of one or more of the following:
 - Its rarity as an example of its type found in the United Kingdom,
 - The location, region or part of the United Kingdom in which it was found, or
 - Its connection with a particular person or event.
 - A find may also be Treasure if it does not, on its own, provide such an insight, but is, when found, part of the same find as one or more other objects, and provides such an insight when taken together with those objects.
- 2.18 In the event of the discovery of human remains they will be left in situ. If removal is necessary, it will only take place following the granting of all permissions in writing by the relevant authorities and at a later stage of any necessary archaeological works (the Coroner must be informed and a burial licence granted from the Ministry of Justice).

Monitoring and Recording Fieldwork Methodology

- 2.19 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.
- 2.20 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.
- 2.21 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.
- 2.22 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 remediation works.
- 2.23 If archaeological features are encountered then they will be excavated to the same standard and procedures outlined in 2.11 to 2.18 above.
- 2.24 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 and plan detailing the archaeological evidence. Following assessment of the archaeological remains by all parties, if required, a contingency scheme for salvage excavation of affected archaeological features may need to be implemented. This event would need to be covered by contingency financial arrangements within the project budgets.

Artefact selection strategy

- 2.25 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.
- 2.26 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.
- 2.27 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

Post-excavation and reporting

2.28 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.

2.29 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

2.30 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)

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- 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)

2.31 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 Records (HER) (2024)*.

Site archive

- 2.32 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).
- 2.33 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 (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

- 3.2 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.
- *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: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/.docx), 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 RCAHMW 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 Resources and programming

- 4.1 The archaeological monitoring and 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 The archaeological strip, map and excavation will be undertaken by a team of experienced archaeologists from Heneb Field Services comprising site archaeologists and project officer, under the overall supervision of Fran Murphy.
- 4.3 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*.
- 4.4 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.

5 Sources

British Geological Survey [online] <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>. Date Accessed [02/06/2026].

Brown, D. H. (2011). Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation. Archaeological Archive Forum.

CIfA, 2020. Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives. CIfA.

CIfA, 2023. Standard and guidance for archaeological field evaluation. CIfA.

Cof Cymru [online] <https://cadw.gov.wales/advice-support/cof-cymru/search-cadw-record>. Date Accessed [02.06.26].

Heneb. 2024. Disposal and Retention of Archaeological Archives. Heneb.

RCAHMW. 2022. National Monuments Record of Wales Collection Policy 2022–25. RCAHMW.

6 Appendix 1 Selection Strategy

Caerleon Comprehensive School, South Wales

NGR: ST 33514 90528

Project type: Archaeological Mitigation

Date: 03/06/2026

Selection Strategy v1.0

Project Management

Project Manager	Fran Murphy
Project Supervisor	TBC
Archives Manager	Sophie Edwards

Project Stakeholders

Project Lead / Project Assurance	Stewardship Officers at Heneb-The Trust for Welsh Archaeology (Glamorgan-Gwent region)
Client / Landowner	Willmott Dixon Construction Limited
Other	Cyson Cymru

Collecting Institutions

Regional Historic Environment Record	Glamorgan Gwent Region
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 RCAHMW 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 - 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 archaeological excavation includes the following;

- Photographs (.jpg / .tif)
- Photographic Catalogue (.xls) *Microsoft Excel*
- Survey Data (.dwg, .shp)
- 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 an archaeological monitoring and recording includes the following;

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

Physical Project Data (Materials)

Materials are not expected from this project.

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.