

**Written Scheme of Investigation
for a programme of Archaeological Monitoring and Recording
on land adjacent to and south of Matalan, Newport Retail Park,
Seven Stiles Avenue, Newport**

**Prepared for:
Day's property Holdings Ltd**

Project No: 3173

Planning No: 24/0969

Oct 2025

Version	Date	Sections Revised	Prepared/Revised by
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Summary

This Written Scheme of Investigation details a programme of archaeological mitigation to be undertaken by Archaeology Wales Ltd at the request of Day's property Holdings Ltd, on land adjacent to and south of Matalan, Newport Retail Park, Seven Stiles Avenue, Newport, centred on NGR ST 34802 86932.

The proposed work comprises of a change of use to vehicle hire/rental (sui generis), erection of a vehicular maintenance and workshop building, formation of car parking areas, EV charging points, landscaping and associated development (Ref. 24/0969).

The recommended mitigation comprises of a programme of archaeological monitoring and recording during the groundworks with the potential to disturb the archaeological resource.

All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists; Standard and the Universal guidance for archaeological monitoring and recording (2023a&b). AW is a Registered Organisation with the CIfA.

1. Introduction

- 1.1.1. This Written Scheme of Investigation sets out a proposal for a programme of Archaeological Monitoring and Recording (AM&R) to be undertaken in connection with works on land adjacent to and south of Matalan, Newport Retail Park, Seven Stiles Avenue, Newport, centred on NGR ST 34802 86932 (henceforth – 'the Site').
- 1.1.2. The proposed work comprises of:
- 1.1.3. *'Change of use to vehicle hire/rental (sui generis), a building (417sqm) with reception and customer waiting area; workshop for vehicles; wash bays; meeting room and tea room, as well as for formation of customer parking area, car/van display for collection area, staff parking area and van storage compound with associated landscaping/planting'*
- 1.1.4. Archaeological Planning-Heneb Glamorgan-Gwent Archaeology (henceforth – AP-HGGA) has recommended, in its capacity as archaeological advisor to the local planning authority, that mitigation in the form of a programme of AM&R

take place during groundworks required for the development.

- 1.1.5. The following archaeological conditions were attached to the Newport City Council Decision Notice (Ref. 24/0969):

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

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

- 1.1.6. This Specification has been prepared by Mason Lewis (AW Project Archaeologist).
- 1.1.7. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists; *Standard and the Universal guidance for archaeological monitoring and recording* (2023a&b). AW is a Registered Organisation with the CIfA.

2. Site Description

- 2.1.1. The proposed development area is located to the south of Matalan in Newport Retail Park, Seven Stiles Avenue, Newport, centred on NGR ST 34802 86932. The retail park is situated on the south-eastern outskirts of Newport, c. 4.5km from the city centre (Figure 1).
- 2.1.2. The site encompasses a vacant 0.9ha parcel of land, broadly rectangular in form, located within the Newport Retail Park District Centre. It is brownfield in nature and overgrown in character. The surrounding properties are commercial, with Matalan retail store and car parking located directly to the north and a Peugeot/Citroen car dealership and forecourt to the south. To the west, the site is bound by Seven Stiles Avenue and to the east is the reed and pasture strip known as 'Long ditch Wall'. The Site is within the boundary of The Levels Archaeologically Sensitive Area.
- 2.1.3. The underlying geology consists of Mercia Mudstone Group, a sedimentary bedrock formed between 252.2 and 201.3 million years ago during the Triassic period. The superficial deposits are Tidal Flat Deposits of clay and silt, a sedimentary deposit formed between 11.9 thousand years ago and the present during the Quaternary period.

3. Historical Background

- 3.1.1. AW have previously carried out an archaeological desk-based assessment, detailing the historic background of the site and its context within the wider historic landscape (AW 2025).
- 3.1.2. The study confirmed that no designated assets exist within the site or the 1km study area, nor does the site lie within a registered historic landscape; however, it is situated approximately 1.5km north of the Gwent Levels Landscape of

Outstanding Historic Interest (HLW(GT)2). This landscape contains significant potential for extensive waterlogged archaeological remains.

- 3.1.3. Prehistoric activity in the area is limited to several dispersed findspots, dating to the Bronze Age. There are also the remains of at least four roundhouses of Late Iron Age-Early Roman date, recorded by AW during excavations at Hartridge farm Road, 0.81km to the north of site (AW 2021).
- 3.1.4. Further Roman activity was evidenced during the excavation, in the form of thirteen inhumation burials, three cremations and disturbed disarticulated remains, likely dating to the 1st-3rd centuries AD. This formed part of a multi-phase occupation, spanning from the Late Iron Age to the modern period, with a peak of activity in the late 2nd century AD.
- 3.1.5. During the medieval period, activity within the surrounding area increased, as management of the Gwent levels intensified. This activity is largely defined by manorial and ecclesiastical structures to the north of site, including several associated with Llantarnam Abbey, approximately 1km to the north-east.
- 3.1.6. During the 19th and 20th centuries, the landscape underwent rapid development, resulting in the construction of a diverse range of public, industrial and agricultural infrastructure in the area.

4. Objectives

- 4.1.1. This WSI sets out a program of works to ensure that the AM&R will meet the standard required by The Chartered Institute for Archaeologist's *Standard and the Universal guidance for archaeological monitoring and recording (2023a&b)*.
- 4.1.2. The objective of the AM&R will be:
 - to allow the investigation and recording of any archaeological features

that are uncovered during the proposed groundworks within the application area.

- to provide the opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the AM&R are not sufficient to support the treatment to a satisfactory or proper standard.

4.1.3. A written report will be compiled following the fieldwork. Sufficient desk-top research will be undertaken to ensure that the results of this work are properly understood, interpreted, and reported.

4.1.4. The report will include a comprehensive assessment of the historic context within which the archaeological evidence rests and will aim to highlight any relevant research issues within regional, national and, if relevant, international research frameworks.

5. Timetable of works

5.1. Fieldwork

5.1.1. The archaeological monitoring will be undertaken during ground works associated with the proposed development. AW will update AP-HGGA with the exact date.

5.2. Report delivery

5.2.1. The report will be submitted to the Client and to AP-HGGA within three months of the completion of the fieldwork. A copy of the report will also be sent to the regional HER.

6. Fieldwork

6.1. Detail

- 6.1.1. The work will be undertaken to meet the standard required by The Chartered Institute for Archaeologists' *Standard and the Universal guidance for archaeological monitoring and recording (2023a&b)*.
- 6.1.2. The site archaeologist undertaking the monitoring will be afforded the required access by the main contractor in order to observe and where necessary to record any archaeological remains revealed. Groundwork will not be undertaken without the presence of the site archaeologist. The site archaeologist will record finds and less significant archaeological deposits and features without significant delay to the work program.
- 6.1.3. Where significant or complex archaeological deposits or features are encountered there will be a requirement for those areas to be fenced off and highlighted to all contractors employed on the site. Machines or contractors shall not enter this area until archaeological recording has been completed. If significant archaeological features are revealed during the work a meeting between the Client, AP-HGGA and AW will be called at the earliest convenience.
- 6.1.4. If significant archaeological features are encountered contingency arrangements will be made. Contingency costs will be agreed in advance before any extension to the program commences and will follow a site meeting between AW, the Client (or their representatives) and AP-HGGA.

6.2. Recording

- 6.2.1. Recording will be carried out using AW recording systems (pro-forma context sheets, etc.) using a continuous number sequence for all contexts.
- 6.2.2. Plans and sections will be drawn to a scale of 1:50, 1:20 and 1:10 as required

and related to Ordnance Survey datum and published boundaries where appropriate.

- 6.2.3. All features identified will be tied into the OS survey grid and fixed to local topographical boundaries.
- 6.2.4. Photographs will be taken in digital format with an appropriate scale, using a 12MP camera with photographs stored in Tiff format.

6.3. Finds

- 6.3.1. The professional standards set in the Chartered Institute for Archaeologists' *Standards and guidance for the collection, documentation, conservation, and research of archaeological* (2020) will form the basis of finds collection, processing, and recording.
- 6.3.2. Finds will be carefully excavated by hand. The excavation of fragile or particularly significant finds will be undertaken in consultation with an appropriate archaeological conservator. Finds will be bagged by archaeological context, the location of special finds and flint working deposits will be recorded three dimensionally.
- 6.3.3. In most cases all finds will be recovered from site, quantified and assessed by specialist. Finds retention and discard policies will be drawn up in conjunction with specialist advice and the requirements of the receiving archive or regional/national guidelines (NPAAW 2019) in conjunction with the ClfA *Selection Strategy Tool Kit* (ClfA 2019). If large quantities of material are identified, an onsite discard policy may be implemented under the guidance of relevant finds specialists and the local authority archaeologists.
- 6.3.4. Retained finds will be suitably bagged, boxed and marked. Following cataloguing and initial analysis finds of low archaeological significance may be discarded.

6.3.5. Finds recovered that are regarded as Treasure under The Treasure Act 1996 will be reported to HM Coroner for the local area.

6.3.6. Any finds which are considered to be in need of immediate conservation will be referred to a UKIC qualified conservator (normally Karen Barker).

6.4. Environmental Sampling Strategy

6.4.1. In areas that have previously been disturbed, environmental sampling is unlikely to be required, unless excavations go beyond the disturbed layers and archaeology is encountered below that level.

6.4.2. Features or archaeological deposits that are encountered will be sampled by means of the most appropriate method (bulk, column, etc.) up to 40 litres in size.

6.4.3. Where sampling will provide a significant contribution to the understanding of the site AW will draw up a site-specific sampling strategy alongside a specialist environmental archaeologist. All environmental sampling and recording and will follow English Heritage's *Guidelines for Environmental Archaeology* (2002).

6.5. Human Remains

6.5.1. In the event that human remains are encountered, their nature and extent will be established, and the coroner informed.

6.5.2. If possible, all human remains will be left in situ and protected during backfilling. Where preservation in situ is not possible, the human remains will be fully recorded and removed under conditions that comply with all current legislation and include acquisition of an exhumation license from the Ministry of Justice (MoJ) and provision for deposition in a suitable repository or reburial where necessary, following all analytical work. Human remains will be excavated in accordance with the Chartered Institute for Archaeologist's

Excavation and Post- Excavation Treatment of Cremated and Inhumed Human Remains: Technical Paper Number 13 (1993), and the Chartered Institute for Archaeologist's *Updated Guidelines to the Standards for Recording Human Remains* (2017), all relevant BABAO Guidance including the BABAO *Code of Ethics* (2019a) and BABAO *Code of Practice* (2019b).

- 6.5.3. A meeting with the Client, AP-HGGA and AW will be called if the human remains are uncovered that are of such complexity or significance that the contingency arrangement would not be of sufficient to adequately deal with these remains.

6.6. Specialist Advisers

- 6.6.1. In the event of certain finds, features or sites being discovered, AW will seek specialist opinion and advice. A list of specialists is given in the table below although this list is not exhaustive.

Artefact type	Specialist
Lithics	Rebecca Devaney (Freelance)
Stone	Dr Ruth Shaffrey (Freelance)
Animal bone	Dr Hannah Russ (archaeology.biz)
CBM, heat affected clay, Daub etc.	Dr David Griffiths (archaeology.biz)
Clay pipe	Charley James Martin (Archaeology Wales)
Glass	Elizabeth Foulds (Freelance)
Cremated and non-cremated human bone	Dr Richard Madgwick/Dr Katie Faillace (Cardiff University) Gaynor Western (Ossafreelance) Malin Holst (York Osteoarchaeology)
Metalwork	Dr Rhiannon Philp (Archaeology Wales) (Fe) Dr Siân Thomas (Archaeology Wales) (CuA) Quita Mould (Freelance) Dr Tim Young (GeoArch)
Metallurgical residues	Dr Tim Young (GeoArch)
IA/Roman pottery	Dr David Griffiths (archaeology.biz)
Roman Pottery	Dr Siân Thomas (Archaeology Wales) Dr David Griffiths (archaeology.biz)
Medieval and Post Medieval Pottery	Paul Blinkhorn (Freelance)

Artefact type	Specialist
Charcoal (wood ID)	Dana Challinor (Freelance)
Waterlogged wood	Dana Challinor (Freelance) Professor Nigel Nayling (University of Wales Trinity Saint David) Mike Bamforth (Freelance)
Marine Molluscs	Dr Hannah Russ (archaeology.biz) Dr Rhiannon Philp (Archaeology Wales)
Pollen	Dr Rhiannon Philp (Archaeology Wales)
Diatoms	Dr Tom Hill (PalaeoEnvironmental Research and Consultancy Services)
Charred and waterlogged plant remains	John Giorgi (Freelance)
Conservation and x-ray	Karen Barker (Freelance)

6.7. Specialist Reports

- 6.7.1. Specialist finds and palaeoenvironmental reports will be written by AW specialists, or sub-contracted to external specialists when required.

7. Monitoring

- 7.1.1. AP-HGGA will be contacted approximately five days prior to the commencement of archaeological site works, and subsequently once the work is underway. Any changes to the WSI that AW may wish to make after approval will be communicated to AP-HGGA for approval on behalf of Planning Authority.
- 7.1.2. Representatives of AP-HGGA will be given access to the site so that they may monitor the progress of the AM&R. AP-HGGA will be kept regularly informed about developments, both during the site works and subsequently during post-excavation. Any visits will need to be planned through the Client and their construction team. As the Site would be an active construction site full PPE and an induction will likely be required (dependent on the construction team's requirements).

8. Post-fieldwork programme

8.1. The Site Archive

- 8.1.1. An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2006) upon completion of the project.
- 8.1.2. The site archive (including artefacts and samples) will be prepared in accordance with the National Monuments Record (Wales) agreed structure and deposited with an appropriate receiving organisation, in compliance with CIfA Guidelines (*Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives*, 2020). It will also conform to the guidelines set out in 'The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2019' (National Panel for Archaeological Archives in Wales 2019) and the RCAHMW *Guidelines for Digital Archaeological Archives* (2016). The legal landowner's consent will be gained for deposition of finds. The project will adhere to Heneb's Guidance for the Submission of Data to the Heneb Environment Records (2024).

8.2. Analysis

- 8.2.1. Following a rapid review of the potential of the site archive, a programme of analysis and reporting will be undertaken. The report will adhere to Heneb's *Guidance for the Submission of Data to the Heneb Historic Environment Records* (2024).
- 8.2.2. This will result in the following inclusions in the final report:
- Non-technical summary, in English and Welsh
 - Location plan showing the area/s covered by the groundworks, all artefacts, structures, and features found
 - Plan and section drawings (if features are encountered) with ground level,

ordnance datum and vertical and horizontal scales.

- Written description and interpretation of all deposits identified, including their character, function, potential dating, and relationship to adjacent features. Specialist descriptions and illustrations of all artefacts and soil samples will be included as appropriate.
- An indication of the potential of archaeological deposits which have not been disturbed by the development
- A discussion of the local, regional, and national context of the remains by means of reviewing published reports, unpublished reports, historical maps, documents from local archives and the regional HER as appropriate.
- A detailed archive list at the rear listing all contexts recorded, all samples finds and find types, drawings and photographs taken. This will include a statement of the intent to deposit, and location of deposition, of the archive.

8.3. Report to client

- 8.3.1. Copies of all reports associated with the mitigation, together with inclusion of supporting evidence in appendices as appropriate, including photographs and illustrations, will be submitted to the Client and AP-HGGA upon completion.

8.4. Additional reports

- 8.4.1. After an appropriate period has elapsed, copies of all reports will be deposited with the relevant county Historical Environment Record, the National Monuments Record and AP-HGGA.

8.5. Summary reports for publication

- 8.5.1. Short archaeological reports will be submitted for publication in relevant journals; as a minimum, a report will be submitted to the annual publication

of the regional CBA group or equivalent journal.

8.6. Notification of important remains

- 8.6.1. Where it is considered that remains have been revealed that may satisfy the criteria for statutory protection, AW will submit preliminary notification of the remains to Cadw.

8.7. Archive deposition

- 8.7.1. The final archive will, whenever appropriate, be deposited with a suitable receiving institution, in this case Newport Museum. The museum has been notified of the project.
- 8.7.2. Although there may be a period during which client confidentiality will need to be maintained, copies of all reports and the final archive will be deposited no later than six months after completion of the work.
- 8.7.3. Copies of all reports, the digital archive and an archive index will be deposited with the National Monuments Record, RCAHMW, Aberystwyth.
- 8.7.4. Wherever the archive is deposited, this information will be relayed to the HER. A summary of the contents of the archive will be supplied to Heneb Glamorgan-Gwent Archaeology.

8.8. Finds deposition

- 8.8.1. The finds, including artefacts and ecofacts, excepting those which may be subject to the Treasure Act, will be deposited with the same institution, subject to the agreement of the legal landowners.

8.9. Staff

- 8.9.1. The project will be managed by Paul W Huckfield (AW Project Manager), and the fieldwork undertaken by AW Staff. Any alteration to staffing before or during the work will be brought to the attention of AP-HGGA and the Client.

9. Health and Safety

9.1. Risk Assessment

- 9.1.1. Prior to the commencement of work AW will carry out and produce a formal Health and Safety Risk Assessment in accordance with The Management of Health and Safety Regulations 1999. A copy of the risk assessment will be kept on site and be available for inspection on request. A copy will be sent to the Client (or their agent as necessary) for their information. All members of AW staff will adhere to the content of this document.

9.2. Other Guidelines

- 9.2.1. AW will adhere to best practice with regard to Health and Safety in Archaeology as set out in the FAME (Federation of Archaeological Managers and Employers) health and safety manual Health and Safety in Field Archaeology (2002).

10. Community Engagement and Outreach

- 10.1.1. Wherever possible, AW will ensure suitable measures are in place to inform the local community and any interested parties of the results of the site investigation work. This may occur during the site investigation work or following completion of the work. The form of any potential outreach activities may include lectures and talks to local groups, interested parties and persons, information boards, flyers and other forms of communication (social media and websites), and press releases to local and national media.
- 10.1.2. The form of any outreach will respect client confidentiality or contractual agreements. As a rule, outreach will be proportional to the size of the project.
- 10.1.3. Where outreach activities have a cost implication these will need to be negotiated in advance and in accordance with the nature of the desired response and learning outcomes.

11. Insurance

- 11.1.1. AW is fully insured for this type of work and holds Insurance with Aviva Insurance Ltd and Hiscox Insurance Company Limited through Towergate Insurance. Full details of these and other relevant policies can be supplied on request.

12. Quality Control

12.1. Professional standards

- 12.1.1. AW works to the standards and guidance provided by the Chartered Institute for Archaeologists. AW fully recognise and endorse the Chartered Institute for Archaeologists' *Code of Conduct*, *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* and the *Standard and the Universal guidance for archaeological monitoring and recording* (2023a&b) currently in force. All employees of AW, whether corporate members of the Chartered Institute for Archaeologists or not, are expected to adhere to these Codes and Standards during their employment.

12.2. Project tracking

- 12.2.1. The designated AW manager will monitor all projects in order to ensure that agreed targets are met without reduction in quality of service.

13. Arbitration

- 13.1.1. Disputes or differences arising in relation to this work shall be referred for a decision in accordance with the Rules of the Chartered Institute of Arbitrators' Arbitration Scheme for the Institute for Archaeologists applying at the date of the agreement.

14. Sources

General

Archaeology Wales, 2021. *Hartridge Farm, Newport. Post Excavation Assessment*. Report No. 1992.

Archaeology Wales, 2025. *Archaeological Desk-based Assessment: Land Adjacent to Newport Retail Park, Seven Stiles Avenue, Newport*. Report No. 2390.

British Geological Survey: *Geology of Britain viewer*.
www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html (accessed 20/10/25).

Chartered Institute for Archaeologists, 2020. *Standards and guidance for the collection, compilation, transfer and deposition of archaeological archives*.

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

Chartered Institute for Archaeologist, 2017. *Updated Guidelines to the Standards for Recording Human Remains*.

Chartered Institute for Archaeologists, 2023a. *Standard for archaeological monitoring and recording*.

Chartered Institute for Archaeologists, 2023b. *Universal Guidance for archaeological monitoring and recording*.

English Heritage, 2002. *Guidelines for Environmental Archaeology*.

English Heritage, 2006. *Management of Research Projects in the Historic Environment (MORPHE)*.

Heneb, 2024. *Guidance for the Submission of Data to the Heneb Historic Environment Records (HER)*.

Historic England 2018. *The Role of the Human Osteologist in an Archaeological Fieldwork Project*.

National Panel for Archaeological Archives in Wales, 2019. *The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales*.

RCAHMW. 2016. *Guidelines for Digital Archaeological Archives* .

Figures

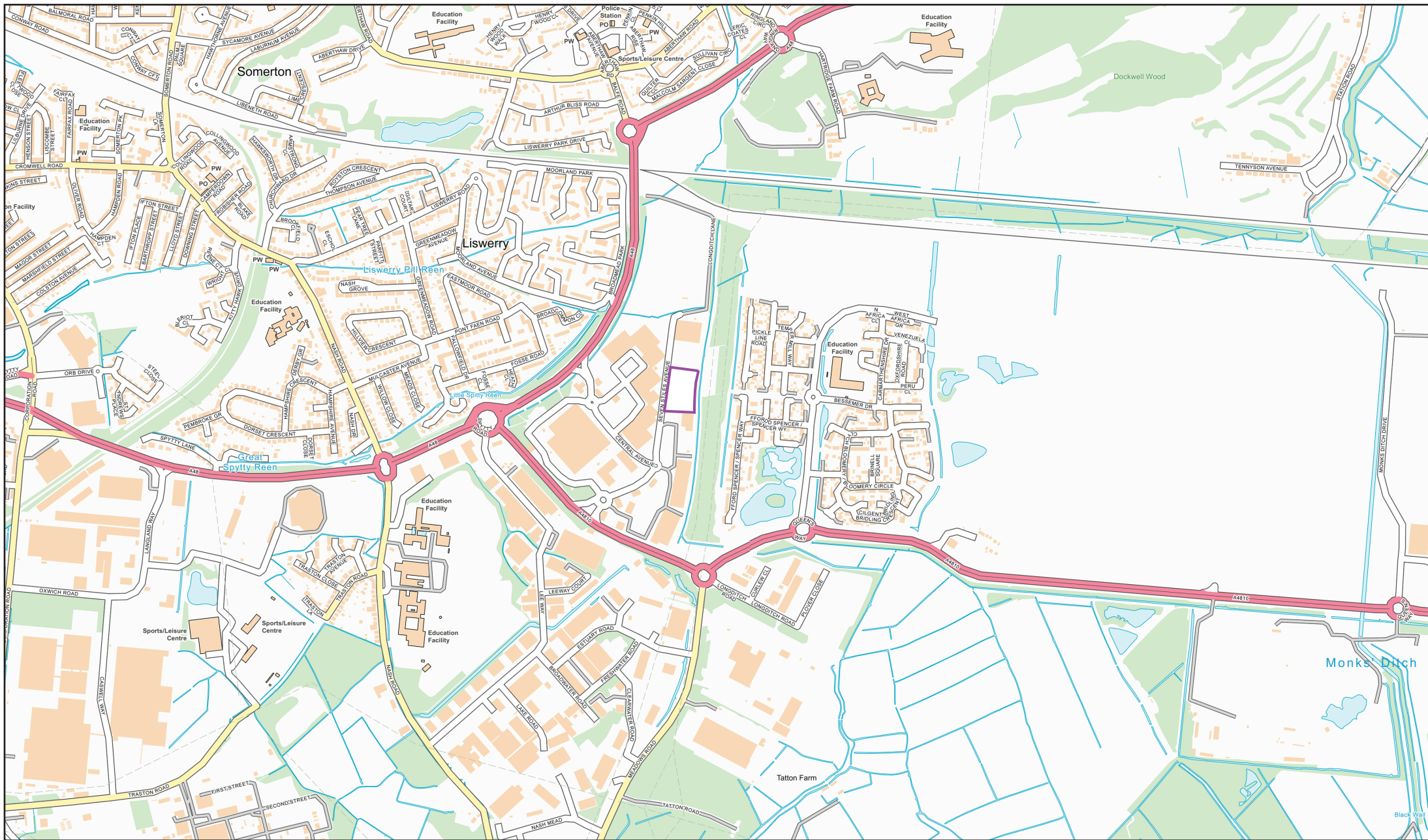


Figure 1. Detailed location plan of proposed development (purple)

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Selection Strategy

Project Information	
ID	3173
Name	Newport Retail Park
Project Management	
Project Manager	Paul W Huckfield
Post Excavation Manager	Rhiannon Philp
Organisation	Archaeology Wales Ltd
Stakeholders	
Collecting Institution(s)	RCAHMW, Newport Museum and Art Gallery, Heneb – Glamorgan Gwent HER
Project Lead / Project Assurance	Paul W Huckfield
Landowner / Developer	Days Property Holdings Ltd
Other	
Resources	No unusual resources required outside of AW normal operating equipment and personnel to implement this Selection Strategy.
Context	
A programme of AM&R to be undertaken in connection with the erection of a vehicular maintenance and workshop building, formation of car parking areas, EV charging points, landscaping and associated development on land adjacent and to the south of Matalan, Newport Retail Park, Seven Stiles Avenue, Newport, centred on NGR ST 34802 86932.	

Digital Data

Stakeholders
Rhiannon Philp (PX manager), Paul W Huckfield (Project Manager), RCAHMW, Heneb-Glamorgan Gwent HER

Data Management Plan (DMP)

Selection and De-selection

DMP Attached as a separate document

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Documents

Stakeholders

Rhiannon Philp (PX manager), Paul W Huckfield (Project Manager), Newport Museum and Art Gallery

Selection and De-selection

Selection

- 2.1. All original documentary material created during data gathering will be selected for inclusion in the final archive. Duplicates, photocopies of originals and research materials will be de-selected during archive completion
- 2.2. Selection reviews will be undertaken after the following phases:
 - Fieldwork
 - Reporting
 - Archive Completion
- 2.3. Relevant Standards and Guidance:
 - CIfA. 2020. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.
 - CIfA. 2022 revision. Code of conduct: professional ethics in archaeology
 - Any information provided by Receiving Institutions
- 2.4. It is not envisaged that the selection decisions will deviate from standard guidelines

De-selection

It is envisaged that the material de-selected from inclusion in the preserved archive will be duplicates, re-productions, miscellaneous material, correspondence and GDPR/confidentiality created during the analysis phase of the project. De-selected material will therefore be retained to supplement AW/AE's research files. A copy of the complete digital working archive incl. the preserved archive is stored on AW/AE's server.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Materials

Materials Selections Template

No	Find type	Selection Strategy	Stakeholders
3.1	Pottery	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Newport Museum and Art Gallery
3.2	CBM	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Newport Museum and Art Gallery
3.3	Metals	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Newport Museum and Art Gallery
3.4	Worked Stone	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Newport Museum and Art Gallery
3.5	Animal Bone	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Newport Museum and Art Gallery
3.6	Lithics	Retain until at least after Assessment. Further selection decisions to follow	Specialist; PXM; Newport Museum

		results of assessment.	and Art Gallery
3.7	Small Finds	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Newport Museum and Art Gallery
3.8	Environmental Material	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; Newport Museum and Art Gallery
3.9	Modern (post 20 th C) Material	Note in paperwork and discard on site.	Site Staff; PXM

No	ALL	Material type	All categories
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Stakeholders

Rhiannon Philp (PX manager), Irene Garcia Rovira (Project Manager), Newport Museum and Art Gallery

Selection

- a) All artefacts are returned to AW/AE Finds and Environmental processing facility and dealt with in accordance with the professional standards set in the Chartered Institute for Archaeologists' Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials (2020). Selection may also be made prior to deposition based on Society of Museum Archaeologists' Selection, Retention and Dispersal of Archaeological Collections guidelines (1993), National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales (2017) and consultation of the receiving institution's deposition guidelines, Procedures for the Deposit of Archaeological Archives to Newport Museum & Art Gallery.
- b) Selection reviews will be undertaken after the following phases:
 - Fieldwork
 - Assessment
 - Analysis (if required)
 - Archive Completion
- c) Relevant Standards and Guidance:
 - CIfA. 2020. Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials

- Historic England. 2011. Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)
- Society of Museum Archaeologists. 1993. Selection, Retention and Dispersal of Archaeological Collections
- National Panel for Archaeological Archives in Wales. 2017. The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales
- Procedures for the Deposit of Archaeological Archives to Newport Museum & Art Gallery.

d) It is not envisaged that the selection decisions will deviate from standard guidelines

Uncollected Material

All material will be collected in the first instance unless obviously modern (plastics/post 20th century artefacts).

De-Selected Material

After assessment stage material may be deselected based on the advice of the relevant material specialist and the requirements of the receiving institution. The selection strategy will be updated to reflect any decision made on de-selected material.

De-selected material will be assessed for educational value and retained/passed to an educational provider if deemed of use. If no further use is identified the de-selected material shall be discarded via Smiths Waste Management and deposited within their South Wales waste processing facility.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Data Management Plan

Section 1: Project Administration

Project ID

3173

Project Name

Newport Retail Park

Project Description

A programme of AM&R to be undertaken in connection with the erection of a vehicular maintenance and workshop building, formation of car parking areas, EV charging points, landscaping and associated development on land adjacent and to the south of Matalan, Newport Retail Park, Seven Stiles Avenue, Newport, centred on NGR ST 34802 86932.

Project Funder / Grant reference

Day's Property Holdings Ltd

Project Manager

Paul W Huckfield – AW project manager paul@arch-wales.co.uk

Principal Investigator / Researcher

Same as above

Data Contact Person

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Date DMP created

Created on 20.10.25

Date DMP last updated

20.10.25

Version

1

Related data management policies

This DMP is guided by the Project Brief, CifA Standards and guidance, trusted digital repository guidelines (RCAHMW) or other best practice guidance (see brief for details)

Section 2: Data Collection

What data will you collect or create?

The table below provides a summary of the data types, formats and estimated archive volume for data collected / created as part of this project. As the project progresses, more detail regarding files will be added to this DMP.

Type	Format	Estimated volume (Data Archived)
Spreadsheets	Excel (.xlsx)	TBC
Text/documents	Word (.docx)	TBC
	PDF (.pdf and .pdf/a)	TBC
Images	Photographs (.jpg)	TBC
	Scanned drawings (.pdf)	TBC
GIS	Shapefiles (.shp plus associated files)	TBC

How will the data be collected or created?

Data Standards / Methods

- Standard methods of data collection will be applied throughout the project, working to best practice guidance where applicable / available. In general, data acquisition standards are defined against RCAHMW Guidelines. Specific or additional guidance relevant to this project are listed below, and will
- be updated as the project progresses.
- Methods of collection are specified within the Project Design (see Archaeology Wales 2025) and will meet the requirement set out in the Project Brief, the organisation recording manual and relevant CIfA Standards and guidance.
- Where appropriate, project contributors external to the organisation will be required to include data standards, collection methodology and metadata with individual reports and data.

Data storage / file naming

- The data produced will be uploaded at regular intervals during the project as a way of backing up the information.
- The working project archive will be stored in a project specific folder on the internal organisational server. The internal organisation server is backed up to a cloud based storage system to maintain an up to date security copy of the organisation wide data.
- Project folders are named following established organisational procedures and the folder hierarchy and organisation devised will be understood by all members of staff involved in the project.
- Data collected will be downloaded and raw data will be stored in the appropriate folder.
- File naming conventions following established organisational procedures, based on RCAHMW file naming guidance, and include version control management.
- The data stored will be checked by the project manager regularly as a means of quality assurance.

Section 3: Documentation and metadata

What documentation and metadata will accompany the data?

- Data collected will include standard formats which maximise opportunities for use and reuse in the future (see Section 2, above).
- A RCAHMW metadata document will be included with the digital archive and include all data types included within the archive. A working copy will be kept on the organisational server in the Project Folder. A copy of the form containing HER required data will also be created.
- Data documentation will meet the requirement of the Project Brief, Museum Deposition Guidelines, Digital Repository Guidelines and the methodology described in the Project Design methodology.
- An archive catalogue documenting both physical and digital archive products will be maintained and submitted with both the Museum and Trusted Digital Repository

Section 4: Ethics and legal compliance

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

- The project archive will include the names and contact details of individuals who intend to volunteer or participate in the excavation and post excavation stages. We have a GDPR compliant Privacy Policy which underpins the management of personal data; any personal data is managed through a secure cloud-based database and not retained on the project specific folders.
- Personal data will be removed from the archaeological project archive and permission to include individual's names in any reporting is gained prior to use.
- Copyright for all data collected by the project team belongs to the organisation, and formal permission to include data from external specialists and contractors is secured on the engagement of the specialist or contractor.
- Where formal permissions and/or license agreements are linked to data sharing, they will be included in the project documentation folders and will accompany the archaeological project archive.

Section 5: Data Security: Storage and Backup

How will the data be stored, accessed and backed up during the research?

- Organisational IT is managed by an external data management provider, who is also responsible for the management and verification of our daily back-ups and who supports access to security copies as needed
- Sufficient data storage space is available via the organisational server, which includes permissions-based access. The server is accessible by staff on and offsite through a secure log-in
- Off-site access to the project files on the organisation's server is provided to support back-up of raw data while fieldwork is ongoing. Where internet access for data back up is not possible, the raw data will be backed up to a separate media device (such as laptop and portable external hard drive).

- Project files will be shared with external specialists and contractors directly using the same system, with the wider project team gaining access to only the files needed using permissions-based access

Section 6: Selection and Preservation

Which data should be retained, shared, and/or preserved?

- The Selection Strategy and DMP will be reviewed and updated following the fieldwork. Updated documentation will be included in all reporting stages.
- Prior to deposition, the Selection Strategy and DMP will be updated and finalised in agreement with all project stakeholders (including the Local Planning Archaeologist, Client, Museum, RCAHMW).
- Selection will be informed by the Project Design, defined against the research aims, regional and national research frameworks, specialist advice and the significance of the project results.
- The project will be published as an online technical report (accessible via RCAHMW and as part of the archive), with full access to research data.
- The data archive will be ordered, with files named and structured in a logical manner, and accompanied by relevant documentation and metadata, as outlined in Sections 2 and 3 of this DMP.
- Deselection will be undertaken automatically on any duplicate or unusable files, such as blurry or superfluous photographs.

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

- The digital archive will be deposited with the RCAHMW, which is working towards becoming a certified repository with Core Trust Seal.
- The archive will be prepared for deposition by the project team and the costs for the time needed for preparation, and the cost of deposition have been included in the project budget.

Have you contacted the data repository?

- RCAHMW have also been contacted as the intended repository for digital data.

Have the costs of archiving been fully considered?

- A costing estimate has been produced to allow for the preparation of the archive and has been included in the project budget.

Section 7: Data Sharing

How will you share the data and make it accessible?

- The digital archive repository will be updated as the project progresses.
- The investigations are likely to result in a number of documents: Project Design and Final Watching Brief Report
- The final report is expected to be completed within three months of the completion of fieldwork.
- A final version of the project report will be supplied to the Historic Environment Record, and any data which they request can also be provided directly.
- The location (s) of the final Archaeological Archive will be included in the final report

Are any restrictions on data sharing required?

- A temporary embargo may be required on the sharing of the project results. If this is the case, specific details once agreed will be included in the updated version of this DMP and will be documented in the overarching Project Collection Metadata.
- Data specific requirements, ethical issues or embargos which are linked to particular data formats will be documented within the relevant metadata tables accompanying the project archive

Section 8: Responsibilities

Who will be responsible for implementing the data management plan?

- The Project Manager and Post Excavation Manager will be responsible for implementing the DMP and ensuring it is reviewed and revised at each stage of the project.
- Data capture, metadata production and data quality is the responsibility of the Project Team, assured by the Project Manager and Post Excavation Manager.
- Storage and backup of data in the field is the responsibility of the field team.
- Once data is incorporated into the organisations project server, storage and backup is managed by an external company.
- Data archiving is undertaken by the project team under the guidance of the Post Excavation Manager, who is responsible for the transfer of the Archaeological Project Archive to the agreed repository.
- Details of the core project team can be found in the Project Design.