



**APAC Ltd.**

**Archaeological Perspectives Analysis Consultancy**

**WRITTEN SCHEME OF INVESTIGATION  
FOR AN  
ARCHAEOLOGICAL WATCHING BRIEF**

**WSI: WB/IGC/26**

**Isca Grange, Isca Rd, Caerleon**

**Newport City Council  
22/0413**

Prepared by

Dr N Phillips

June 26



## Summary

*This document comprises a Written Scheme of Investigation detailing the methodology used to mitigate proposed works for the erection of a new single-storey store/gymnasium, replacing an existing garage, to be demolished.*

*A planning condition was assigned to the proposed work, requiring an archaeological watching brief to be conducted during all ground disturbance works associated with the project.*

*The recommended condition was put in place due to the site's location within an area known to be high in archaeological potential: Caerleon Archaeologically Sensitive Area.*

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- 01 Site Location map

**1****Introduction****1.1 Planning Condition**

This Written Scheme of Investigation has been prepared by Dr N Phillips, APAC Ltd, in response to a planning application for; Re: Demolition of Existing Garage and Shed And Replaced with New Single Storey Store/Gymnasium, Isca Road, Caerleon, Newport, NP18 1QC PL.App.No.: 22/0413.

Due to the location of the site and the ground disturbance works needed, Newport City Council (NCC) were advised by Glamorgan Gwent Archaeological Trust, (GGAT) that the proposal would carry an archaeological restraint, NEW1615/0413.

This led to the decision by NCC planning department to attach the condition below:

*5) 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.*

NCC: 22/0413.

The archaeological restraint had been advised by GGAT, who identified that the site was within 'an area of archaeological potential', drawing attention not only to its location within the Caerleon, Archaeologically Sensitive Area (ASA) but also due to its proximity to the Roman Legionary Fortress of Isca, and the Roman road that linked the fortress to a Roman settlement at Bulmore.

The advice from GGAT was in keeping with the policies of Planning Policy for Wales PPW 11 & Technical Advice Note TAN 24.

**1.2 Listed Building**

It is noted in the associated documentation held on the Newport City Council planning portal that the existing garage/shed proposed for demolition lies within the curtilage of Isca Grange, a Grade II listed building, Cadw ID 2993. The Listed Buildings Conservation Officer was consulted during the determination of the application and expressed support for the proposal, attaching conditions relating to the materials to be used in the new construction rather than to archaeological recording of the building to be demolished, VQ, 22/0413 22/0990, 10/11/2022.

This Written Scheme of Investigation has been prepared in response to the archaeological mitigation condition attached to planning permission 22/0413. It addresses archaeological monitoring of ground-disturbing works associated with the development. APAC Ltd was not appointed to provide archaeological monitoring or historic building recording of the demolition works, and this WSI should not be read as applying retrospectively to any demolition undertaken before its approval or before APAC Ltd's formal commencement of archaeological monitoring.

For clarity, the scope of this WSI is limited to archaeological monitoring and recording of intrusive groundworks associated with the approved development. It does not include historic building recording of the existing garage/shed unless separately instructed and agreed.

**1.3 Location**

The location of the site is at Isca Grange, Isca Road, Caerleon, Newport. NP18 1QG and access can be gained from the B4596, Caerleon to Newport Rd:

Proceed south, through the town of Caerleon, towards Newport. After crossing the river bridge, take a left at the Ship Inn along the B4238, then another left, shortly after, onto Lulworth Road. Follow this road a short distance onto Isca Road, then continue east a short distance.

The site will be on the right at NGR: 334344 190192 **Fig.01**.



## 2

## Brief Historical and Archaeological Background

### 2.1 General

As mentioned above, the site lies within an archaeologically sensitive area (Newport) and is approximately 400m from the Roman Legionary Fortress of Isca. The site is also thought to lie along a Roman road linking Isca to the nearby Roman settlement of Bulmore.

The road and general areas are also thought to have continued in use well into the medieval period, and archaeological works in the area, both in the vicinity and slightly further afield, have unearthed artefacts of both Romano-British and medieval origins, some examples of which are below.

### 2.2 Previous APAC work in the area

#### Land at Isca Rd Chapel:

‘The work did not impact upon any structural archaeological resources but did produce a small finds assemblage containing Roman material’ – WB/ISC/15, APAC Ltd.

#### Isca Rd, Caerleon:

‘Masonry remains dating from the Roman, medieval and post-medieval periods, as well as large amounts of dumped iron slag, were located during the course of the watching brief’ – WB/C13/18, APAC Ltd.

## 3

## Aims and Objectives

The watching brief aims to establish the presence/absence of archaeological structures or other significant features within the works area. Should any archaeological resources be revealed, their presence will be recorded and a decision made as to any mitigation measures.

The archaeological work will be undertaken in accordance with the Chartered Institute for Archaeologists’ Standard for archaeological monitoring and recording, Universal guidance for archaeological monitoring and recording and any requirements issued by Heneb as archaeological planning adviser to Newport City Council.

The archaeological Monitoring (watching brief) will be undertaken with adherence to the Chartered Institute of Archaeologists’ Standard:

*Archaeological monitoring and recording will record and report on the archaeological resource within a specified area, using methods that are described in a project design that is fit for purpose. The programme of work undertaken will be carried out by suitably competent persons in accordance with that project design and the CIfA Code of Conduct, and give due regard to the guidance for archaeological monitoring and recording. All archaeological monitoring and recording will result in a report, published accounts where appropriate, and a stable, ordered, accessible archive.*

Definition of an archaeological monitoring (watching brief).

*Archaeological monitoring and recording is a formal programme of observation, investigation and recording conducted during works carried out for non-archaeological reasons, where there is a possibility that archaeological deposits may be disturbed or destroyed. This will be within a specified area or site on land, in an intertidal zone or underwater. This definition and Standard do not cover chance observations, which should lead to an appropriate archaeological project being designed and implemented, nor do they apply to monitoring for preservation of remains in situ. The CIfA Code of Conduct and universal guidance for archaeological monitoring and recording can be found here*

CIFA 2023

## 4

## Scope of the work

The archaeology of the application site as a whole, in its wider local or regional context, will be considered, although the watching brief will be confined to those areas which will be directly affected by the development or some aspect of it. All groundworks with the potential to disturb archaeological features, deposits or horizons will be closely monitored by the watching brief archaeologist. This is envisaged to include, though not be limited to, all ground-level reduction/landscaping



with the potential to impact on below-ground archaeology through removal of topsoil and subsoil deposits as well as all excavation for installation of foundations and below-ground services.

Any remains of potential interest encountered will be considered, whatever their date.

## 5 Methodology

### 5.1 General

At an agreed date, development work will begin, from which point an archaeologist will be on site to watch all ground disturbing work to record anything of archaeological significance. Planning will be notified at least 1 week in advance of the proposed date for commencement of the ground disturbance work. The archaeology of the development site as a whole will be considered, if/when any exposed archaeology is examined, and remains of potential interest will be recorded and finds retained, regardless of date.

### 5.2 Documentary Research

Sufficient documentary research will be undertaken to complete a brief background history of the site in order to place the results of the watching brief in its historical context.

The following may be contacted towards this end:

- APAC Ltd, Archives related to past work in the area
- Local Museum and or Library
- Current site data from the landowner
- Heneb formerly GGAT (HER)
- Various online sources.

### 5.3 Recording

All remains of potential interest will be initially collected/recorded: clearly assigned to context, location, and date of discovery with additional information on excavation method and photographs if applicable.

All encountered contexts will be recorded on pro-forma, APAC Ltd., context sheets and an ordered site archive will be maintained. The site archive will be later digitised and stored for archiving, in excel format \*.xlsx, but reproduced in the report appendices in PDF format.

All photographs will be taken with a recognised scale and will be in JPEG or TIFF format for archiving; resolution will be at least 16MP+. A selection of the photographs will be reproduced in the report as 'Plates', in PDF format, where their inclusion illustrates relevant and useful information.

Any on-site illustrations (plans and sections) will be undertaken on drafting film to recognised and appropriate scales (1:10, 1:20), and again these will be digitised but stored in PDF format. Again, a selection/combination of these may be used in the report as 'Figures', for illustration. However, facilities will be available to 3D laser scan features, should they be of significant importance; such data, which is very bulky, will be saved as .dxf and .xyz if required.

If appropriate, small finds or features will be plotted with a survey-grade GPS to produce NGR coordinates. Such data will be plotted onto a ground plan in AutoCAD with archive files stored as .dxf or .xyz as required. Such information may be further enhanced in Adobe Illustrator or Photoshop, the output being saved as a PDF and shown as 'Figures' in the report.

### 5.4 Data Management Statement

The project will be conducted in accordance with APAC's data management policy. All paper records will be collated, catalogued and labelled with the unique project code. All digital data will follow strict file naming, to include the unique project code, and be sorted into a standard series of sub-folders. The digital data will be catalogued, including a list of file types and relevant software, and managed on an Excel spreadsheet.

### 5.5 Finds

A metal detector will be present on site throughout the watching brief, and all excavated areas and spoil heaps will be scanned for finds.



All remains of potential interest will be recorded, with finds assemblages; regardless of date, initially retained and labelled by context and date of unearthing.

All small finds will be labelled, their locations recorded with GPS if required and bagged by context and date as described above.

### 5.6 Selection Strategy

Due to the increasing national shortage of storage at Museums, the requirement for a selection strategy for finds has become a necessity, and it is appropriate for this to be stated at the earliest point of a project. This project will work within the guidelines set out by the NPAAW 2019: <https://museumsfederation.cymru/wp-content/uploads/2023/10/The-National-Standard-and-Guidance-to-Best-Practice-for-Collecting-and-Depositing-Archaeological-Archives-in-Wales.pdf>

There is no definitive rule that can be applied for each instance, but generally, if a find could provide further research possibilities, it should be retained, whereas a find that merely confirms the known can be recorded and disposed of.

Disposal of discarded finds would, in the first instance, be offered to the landowner with whom legal ownership rests, barring 'treasure'. Finds potentially falling within the definition of Treasure will be reported in accordance with the Treasure Act 1996, the Treasure (Designation) (Amendment) Order 2023, and the Treasure Act 1996 Code of Practice, 3rd Revision.

The current GOV.UK guidance says potential treasure must be reported within 14 days of finding it or realising it may be treasure; Wales also has Amgueddfa Cymru contact routes. Such disposal could be either some secure storage or re-burial at the site in some demarcated position.

Finds regarded as suitable for disposal are initially collected by context as stated above, cleaned, dried, photographed with a scale, and given a brief analysis of type and period. The finds are included as an appendix in the report. The photograph provides visual record, as well as bulk and diversity of assemblage, but beyond providing a *terminus post quem* for an undisturbed context, they have little further use.

With spoil heap assemblages, failing an item being of intrinsic or monetary value, its importance was greatly reduced when its context was lost.

In the case of small finds, offering or supporting possibilities of further research, these will be retained, and with the permission of the legal owner, offered to a suitable museum. In this instance, the National Roman Legion Museum (Amgueddfa Cymru) at Caerleon has been considered, and the intention is to approach them to gauge their interest and obtain their specific deposition requirements.

### 5.7 Features

If archaeological features are discovered, work will cease in the immediate area until the archaeologist has been able to fully inspect the feature and determine its importance. If, in the opinion of the archaeologist, the archaeological feature can be rapidly recorded to the required standard in accordance with the watching brief guidelines, this will be done. In the case of discrete features, a sample may be collected in a sealed container for later analysis. Each will be clearly labelled and recorded on APAC Ltd pro forma sheets for later digitisation to \*.xlsx format.

If the archaeologist determines that the archaeological feature requires more investigation and recording than can be undertaken as part of the watching brief, then the client, MCC Archaeological Officer and Heneb will be informed and an 'on-site' meeting arranged as soon as possible. Until the meeting has taken place, no work will be undertaken in the vicinity of the archaeological feature. Such a meeting will determine what works are required to be undertaken to ensure that the archaeological feature is fully dealt with.

This may result in a decision to:

"Preserve in situ", which will involve adequate cleaning of the feature to allow for suitable recording

Or to undertake archaeological excavation to provide more information to allow for a decision to be made concerning further work.

In most cases, a detailed project design for this work will be prepared and submitted to the client and planning prior to the commencement of the agreed work.



In the event of artefact remains of archaeological importance being recovered, resulting from ground works at the site, the NCC Archaeological Officer and Heneb (*acting as archaeological advisors to planning*) will be informed.

Although the requirements for conservation of artefacts are unpredictable, APAC Ltd will undertake to ensure that the minimum standards are at least achieved as in the UK Institute of Conservation's "Guidelines for the Treatment of Finds from Archaeological Sites".

In the event of the need for specialist procedures or services arising from ground works, relevant parties will be contacted by the contractor, APAC Ltd, and arrangements made for necessary post-ex-work. In consultation with specialist archaeological advisors, a decision will be made as to the steps necessary for the conservation or investigation of such artefacts. Such specialist procedures or services may incur charges that will be borne by the developer.

Although it is not expected that human remains will be found on the site, if they are encountered, work will cease in the immediate area. The remains will be left in situ, protected from damage and public view, and Newport City Council/Heneb, the client, and, where appropriate, the police/coroner will be informed. No removal or detailed examination will take place unless authorised under the appropriate Ministry of Justice licence and agreed archaeological methodology.

### 5.8 Sampling strategy

Where stratigraphically secure deposits occur that offer a potential for further diagnostic input, it is important that a representative sample is collected for potential research. Material which forms the sample will be kept in a suitably secured container with any relevant conservation measures adhered to. All samples will be related to context, numbered, dated and located to a collection spot with the information entered onto a proforma sheet. Where possible, an estimate of the volume of the entire deposit from which the sample was taken will be included.

Where potential deposits of material suitable for sampling occur, initial contact with an appropriate specialist will be made and advice sought, specific to the material. This will include recommendations of sample size, storage, archaeological value and may require site visits. If space permits, each recognisably differing deposit will be stored separately away from the excavation area until a specialist has been consulted as to its value. In the case of smaller discrete features, a 100% sampling strategy is intended, as this is likely to produce finite quantities of material after initial processing.

## 6 Analysis and Results

Within three months of the completion of the fieldwork, a fully illustrated report will be submitted to the client, for them to forward to planning for assessment in relation to the condition.

The report will contain the following elements: -

- A non-technical summary.
- A table of contents.
- An introduction with acknowledgements, including a list of all those involved in the project and the location and description of the study area.
- A statement of the project aims.
- The archaeological/historical background of the designated area, indicating past and present land use, accompanied by relevant maps, plans and photographs.
- A location plan and gazetteer of areas/sites of known or potential archaeological significance within the project area.
- A summary description of the results, including any archaeologically significant features/deposits or potential features/deposits identified within each trench.
- A discussion of the location, nature, extent, date, quality, condition and significance of any archaeological deposits/features uncovered, together with a discussion of their relationship with known archaeology in the vicinity.
- Survey and excavation plans at appropriate scales.
- Each trench will be presented in the report with at least one plan (plan 1:20) and section (scale 1:10) as well as a photograph. Other maps, plans, drawings and photographs as appropriate.
- A description of the finds and environmental samples collected including an exposition of the methodologies employed, a statement on the presence or absence of material and an assessment of preservation.
- A summary interpretation of the finds including reference to any unusual or important features of the assemblage will also be included. Specialist reports will be included of important groups of finds, materials and samples.



- An interpretation of the results with a statement of the significance of any identified archaeological features/sites on a local, regional and national scale.
- An identification of any research implications arising from the work.
- A bibliography of sources consulted, and a supplementary bibliography of any sources identified but not available for consultation.
- An index to the project archive and a statement of its location/proposed repository.
- A summary report on the watching brief will be published in a suitable local journal, with a record note presented to the appropriate national period journal(s).

## 7

### Archive

The documentary and digital archive will be prepared for deposition with RCAHMW/NMRW in accordance with RCAHMW digital archive guidance. Any artefactual/ecofactual archive accepted for retention will be deposited with an appropriate accredited museum, subject to landowner agreement and museum deposition requirements. A copy of the report and required digital data will be submitted to the Heneb HER in accordance with current Heneb HER submission guidance.

In the event of artefacts being collected, the archaeological contractor will endeavour to persuade the legal owner of any artefacts to transfer them to a suitable local museum.

The project will be designated a project code with all significant documents and packaging carrying this code number. **WB/IGC/26.**

If the archive has no artefacts, then copies of the archive will be deposited with RCAHMW in keeping with their published guidelines: <https://rcahmw.gov.uk/rcahmw-guidelines-for-digital-archaeological-archives-a-sustainable-approach-to-digital-preservation/>

The original copy will be retained by APAC Ltd.

The project archives will consist of all original records, artefacts, ecofacts/samples and all documentation that relates to the watching brief; copies of the WSI and any relevant correspondence will be included.

Any spatial data generated will be submitted to the HER in a suitable format (eg shapefile, TAB etc).

The archives will be prepared according to the Management of Archaeological Projects, English Heritage, Second Edition, (2016) so the records will be fully ordered and indexed.

The archive will comply with the United Kingdom Institute for Conservation (Archaeology Section) Guidelines for the Preparation of Excavation Archives for Long-Term Storage (1990) the Society of Museum Archaeologists Towards An Accessible Archive (1995) and the reasonable requirements of the designated Museum.

The archives will be deposited within twelve months of the completion of the evaluation and with the agreement of the landowner.

A synopsis of the project will be submitted to CBA Wales.

A copy of the report and associated data will be deposited with the Heneb HER, following their published guidelines: <https://heneb.org.uk/wp-content/uploads/2025/01/Guidance-for-the-Submission-of-Data-to-Welsh-HERs-V4-EN.pdf>

## 8

### Health & Safety

The Project Team will operate in accordance with the health and safety procedures as set out in:-

- The Health and Safety Work Act (1974) and related legislation.
- The Standing Conference of Archaeology Unit Managers Health and Safety Manual (2002).
- The Council for British Archaeology Handbook no. 6, Safety in Archaeological Fieldwork (1989).
- In accordance with the Construction Design and Management Regulations, CDM 2015: The Project Team will prepare a Risk Assessment in relation to the archaeological works prior to the commencement of the works.
- All necessary protective clothing and equipment will be used.



- A First-Aid kit and Accident Book will be kept on site at all times, with a Health and Safety file.
- Project monitoring: APAC Ltd., understands that the project may require monitoring involvement. A copy of this WSI will be sent to the monitoring authorities' case officer MCC for approval.

## 9 Project Management

Dr Neil Phillips, APAC Ltd, will manage the project.

Dr N. Phillips has been active in archaeology since 1997, completing his 1<sup>st</sup> degree in 1999 followed by a research PhD in 2004. Dr Phillips started and has been director of APAC Ltd since 2004.

A.P.A.C. Ltd is an archaeological consultancy specialising in landscape archaeology and survey work. Dr Phillips interests lie locally with the medieval period and industrial period, although he has been involved in international Palaeolithic projects both in the UK as well as Europe and Africa. Scribd currently carries a range of archaeological projects completed by APAC Ltd (search APAC Ltd or Dr NPhillips).

APAC. Ltd has current Public Liability and Professional Indemnity Insurance with Towergate (UN/000577)

### 9.1 Resources

- Project Director: Dr Neil Phillips. (Director; fieldwork and preparation of report).
- Project Manager: Mr Adam Phillips, (research, documentation, preparation of report, and archival)
- Specialist Consultant (Dr M Lewis)
- Archaeologist (Finds Specialist): Steve Clarke & A O Phillips
- Industrial (Dr T. Young)
- Archaeometallurgy ( Dr G McDonnell)
- Environmental (Dr T Davies)
- Fauna (F. Taylor)
- Lithics (Dr E Walker)
- Fieldwork assistants TBA

## 10 Bibliography and references

|                                            |                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| APAC Ltd                                   | Watching Brief - Isca Road Mission Chapel - <i>WB/ISC/15</i><br>Watching Brief - Land At Isca Road Mission Chapel - <i>WB/C13/18</i>                                                                                                                                                                                                                                                       |
| Cadw                                       | Isca Grange, including attached forecourt railings and gate. Id 2993. 1st August 1974.<br><br>Historic Environment Wales Act 2023.                                                                                                                                                                                                                                                         |
| Chartered Institute<br>For Archaeologists. | Standard for archaeological monitoring and recording, 2023<br><br>Universal guidance for archaeological monitoring and recording. 2023.<br><br>Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives. 2023.<br><br>Standard and guidance for the collection, documentation, conservation and research of archaeological materials. 2023. |
| DCMS                                       | Treasure Act 1996: Code of Practice, 3 <sup>rd</sup> Revision. 2023.                                                                                                                                                                                                                                                                                                                       |
| GGAT                                       | NEW1615. Re: Demolition of Existing Garage and Shed and Replaced with New Single Storey Store/Gymnasium: Isca Grange, Isca Road, Caerleon, Newport, NP18 1QC Pl.App.No.: 22/0413.                                                                                                                                                                                                          |
| Historic England                           | MoRPHE <i>Management of Research Projects in the Historic Environment</i> (2015).<br><br>Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation. 2025.                                                                                                                                                                    |
| HSE.                                       | Health and Safety at Work Act, 1974.<br>Construction (Design and Management) Regulations. 2015                                                                                                                                                                                                                                                                                             |
| NCC                                        | Notice of Decision. Re: Demolition of Existing Garage and Shed and Replaced with New Single Storey Store/Gymnasium: Isca Grange, Isca Road, Caerleon, Newport, NP18 1QC Pl.App.No.: 22/0413.<br><br>VQ: 22/0413 22/0990. 10 September 2022.<br><br>22/0413 Consultations Granted with Conditions. 8 December 2022.                                                                         |
| LeTruccodesign                             | Proposed New Store/Gymnasium at: Isca Grange, Isca Road, Caerleon, Newport, NP18 1QG Location and Block plan IR.00.01 April 2020.                                                                                                                                                                                                                                                          |



## Online Sources

Magic Maps

<https://magic.defra.gov.uk/>

GGAT

<http://www.ggat.org.uk/her/downloads/Guidance%20for%20the%20Submission%20of%20Data%20to%20Welsh%20HERs.pdf>

RCAHMW

<https://rcahmw.gov.uk/rcahmw-guidelines-for-digital-archaeological-archives-a-sustainable-approach-to-digital-preservation/>

Welsh Office

TAN 24:

<https://www.gov.wales/sites/default/files/publications/2026-03/technical-advice-note-tan-24-the-historic-environment.pdf>

PPG11:

<https://www.gov.wales/sites/default/files/publications/2024-07/planning-policy-wales-edition-12.pdf>

