

**Written Scheme of Investigation
for a programme of Archaeological Monitoring and Recording
at White Cottage, Isca Road, Caerleon.**

**Prepared for:
Mr and Mrs Dale**

Project No: 3223

June 2025

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Summary

This Written Scheme of Investigation (WSI) details a programme of archaeological mitigation to be undertaken by Archaeology Wales Ltd (henceforth – AW) at the request of Mr and Mrs Dale (henceforth ‘the Client’).

The current work comprises the construction of a new ground floor extension and associated works at the rear of The White Cottage, Isca road, Caerleon, Newport, NP18 1QG, centred on NGR ST 34521 90086. (henceforth – ‘the Site’).

The recommended mitigation comprises a programme of archaeological monitoring and recording (AM&R) 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 (WSI) details a programme of archaeological mitigation to be undertaken by Archaeology Wales Ltd (henceforth – AW) at the request of Mr and Mrs Dale (henceforth – ‘the Client’).
- 1.1.2. This will include monitoring of all groundworks associated with the construction of a new ground floor extension and separate soakaway at the rear of The White Cottage, Isca road, Caerleon, Newport, NP18 1QG. Centred on NGR ST 34521 90086 (Planning Ref: 24/0833 FUL).
- 1.1.3. Archaeological Planning-Heneb Glamorgan-Gwent Archaeology (henceforth AP-HGGA) has recommended, in its capacity as archaeological advisor to the Local Authority, that a programme of Archaeological Monitoring and Recording (AM&R) be recommended in order to mitigate any loss to the archaeological resource.

1.1.4. In their response AP-HGGA stated that:

'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.'

- 1.1.5. The purpose of the archaeological mitigation is to record the presence, absence, and character of any archaeological features, structures, deposits, artifacts, or ecofacts within the potential development area (CIfA 2023). This assessment aims to evaluate their research potential and provide the Local Planning Authority with the necessary information they are likely to require in connection with the proposed development.
- 1.1.6. AW was commissioned by the Client to oversee the archaeological element of this groundwork.
- 1.1.7. All work will be undertaken to the standards and guidance set by the Chartered Institute for Archaeologists (CIfA); *Standard for Archaeological Monitoring and Recording* (2023a), and the *Universal Guidance for Archaeological Monitoring and Recording* (2023b). All work will be undertaken by suitably qualified staff to the highest professional standards. AW is a Registered Organisation with the CIfA.

2. Site Description

- 2.1.1. The Site is located on Isca Road, a small residential street that runs parallel to the south bank of the River Usk and to the south-east of the centre of Caerleon. Beyond the boundaries of the proposed development site, to the immediate south and east are woodland areas, whilst further east lies the boundaries of the Celtic Manor golf course.
- 2.1.2. Immediately north lies the river, which at this point runs in a north-west to south-east direction. To the west, beyond the houses, opposite Isca road is pasture land.
- 2.1.3. The Site is located to the south-east of the Caerleon Conservation Area. This Conservation Area is recognised due to its rich history and how the Roman origins of the settlement and later medieval development has resulted in its unique character and strong archaeological presence (Newport City Council 2020).
- 2.1.4. The geology beneath the Site is comprised of St Maughans Formation - Argillaceous rocks and sandstone, interbedded. Sedimentary bedrock formed between 419.2 and 393.3 million years ago during the Devonian period. With Superficial Tidal Flat Deposits of clay and silt. Sedimentary superficial deposit formed between 11.8 thousand years ago and the present during the Quaternary period (BGS 2025).

3. Historical Background

- 3.1.1. The archaeology of the greater Caerleon area is defined by Roman archaeology. Most predominantly the archaeological site of the Legionary Fortress of *Isca Augusta*, one of only three permanently occupied Legionary Fortresses in Britain.

- 3.1.2. The application area is situated to the south-east of the fort on the opposite bank of the Usk. The Site is located along the course of a known Roman Road, remains of which were exposed during work on another property on Isca Road.
- 3.1.3. Highly concentrated Roman archaeology dominates the immediate area surrounding the property and ranges from remains of Roman structure to inhumations and cremation urns.
- 3.1.4. Medieval activity is also frequent within the immediate area, with the remains of an earlier wooden bridge that once spanned the river Usk situated approximately 400m to the north-west. Whilst adjacent to this a circular medieval tower, thought to be the southern tower of Caerleon castle.

4. Objectives

- 4.1.1. This WSI sets out a program of works to ensure that the archaeological monitoring and recording (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)* and *Standard and guidance for nautical archaeological recording and reconstruction (2020 update)*.
- 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.

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. As per the research carried out by Historic England as a part of *The Role of the Human Osteologist in an Archaeological Fieldwork Project* (HE, 2018), to fully understand the archaeological sequence and to assess the potential risks that may come from further development, burials would usually have to be excavated to their base. This would aid in establishing the significance of the burials and in advising mitigation measures for the remainder of the site including any further potential burials.
- 6.5.3. The vulnerability of the remains to physical damage and other degradation by the development, as well as alterations to ground conditions, pre and post development will also be established as the possible detrimental effects on long term preservation that re-burial can have.
- 6.5.4. All 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 following all analytical work.

6.5.5. 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).

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

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) Sandra Garside Neville (Freelance)
Clay pipe	Charley James Martin (Archaeology Wales)
Glass	Elizabeth Foulds (Freelance)
Cremated and non-cremated human bone	Dr Richard Madgwick (Cardiff University) Gaynor Western (Ossafreelance)
Metalwork	Dr Rhiannon Philp (Archaeology Wales) (Fe) Dr Siân Thomas (Archaeology Wales) (CuA) Dr Kevin Leahy (PAS/University of Leicester) 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) Dr Peter Webster (Freelance)
Medieval and Post Medieval Pottery	Paul Blinkhorn (Freelance)
Charcoal (wood ID)	Dana Challinor (Freelance)
Waterlogged wood	Dana Challinor (Freelance)

	Professor Nigel Nayling (University of Wales Trinity Sant David) Mike Bamforth (Freelance)
Marine Molluscs	Dr Hannah Russ (archaeology.biz) Dr Rhiannon Philp (Archaeology Wales)
Pollen	Dr Rhiannon Philp (Archaeology Wales)
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's *Guidelines for Digital Archaeological Archives* (2016). The legal landowner's consent will be gained for deposition of finds. The project will adhere to the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh Historic 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 the Welsh Archaeological Trust's joint *Guidance for the Submission of Data to the Welsh 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 (site and research) will, whenever appropriate, be deposited with a suitable receiving institution, usually the relevant Local Authority museums service. Arrangements will be made with the receiving institution before work starts.
- 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

British Geological Survey: *Geology of Britain viewer*.

www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html (accessed 18/06/25).

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*.

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Chartered Institute for Archaeologists, 2020. *Standard and guidance for nautical archaeological recording and reconstruction*.

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)*.

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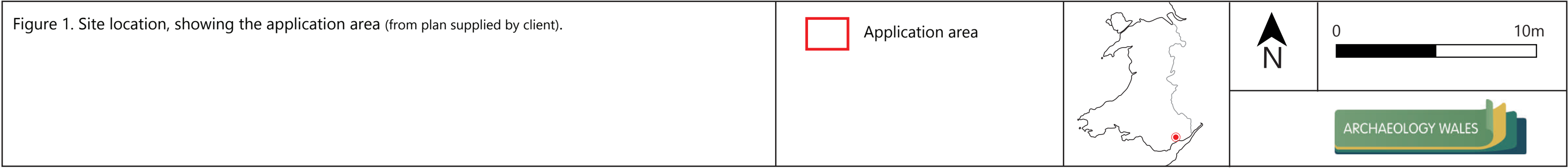
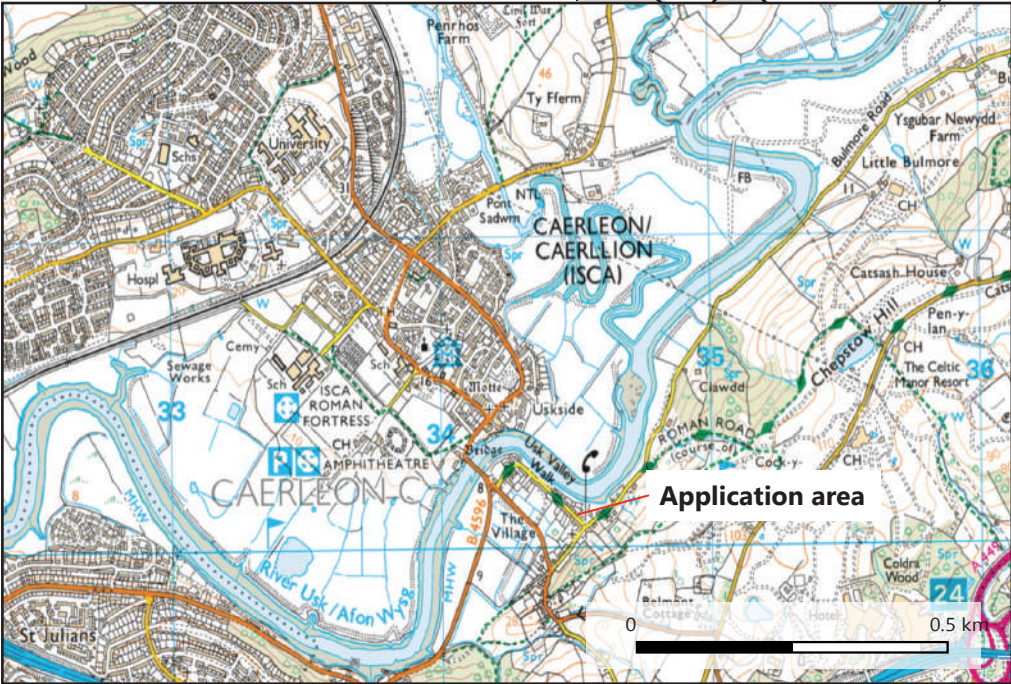
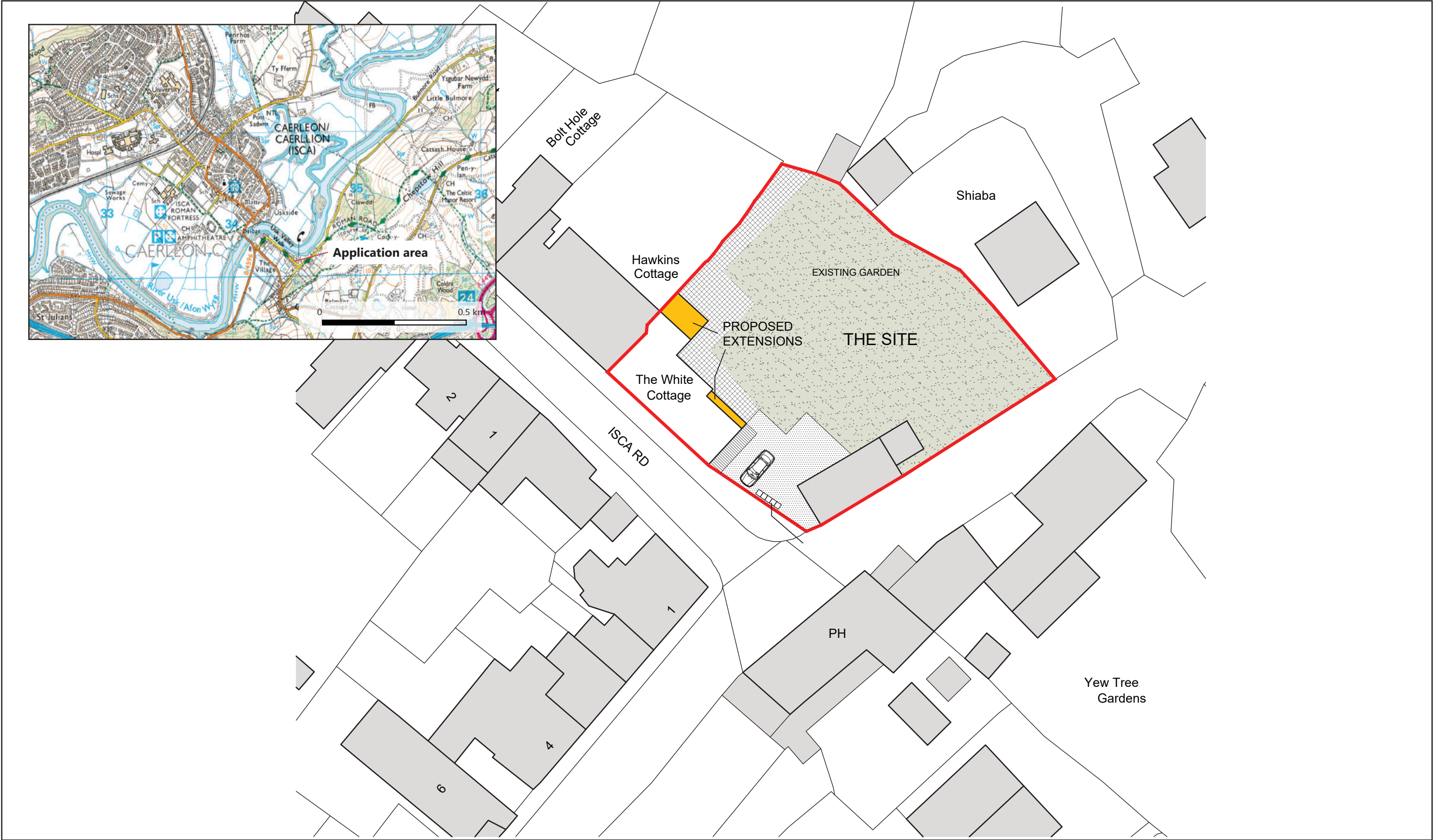
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Welsh Archaeological Trusts, 2024. *Guidance for the Submission of Data to the Welsh Historic Environment Records (HER).*

Figures



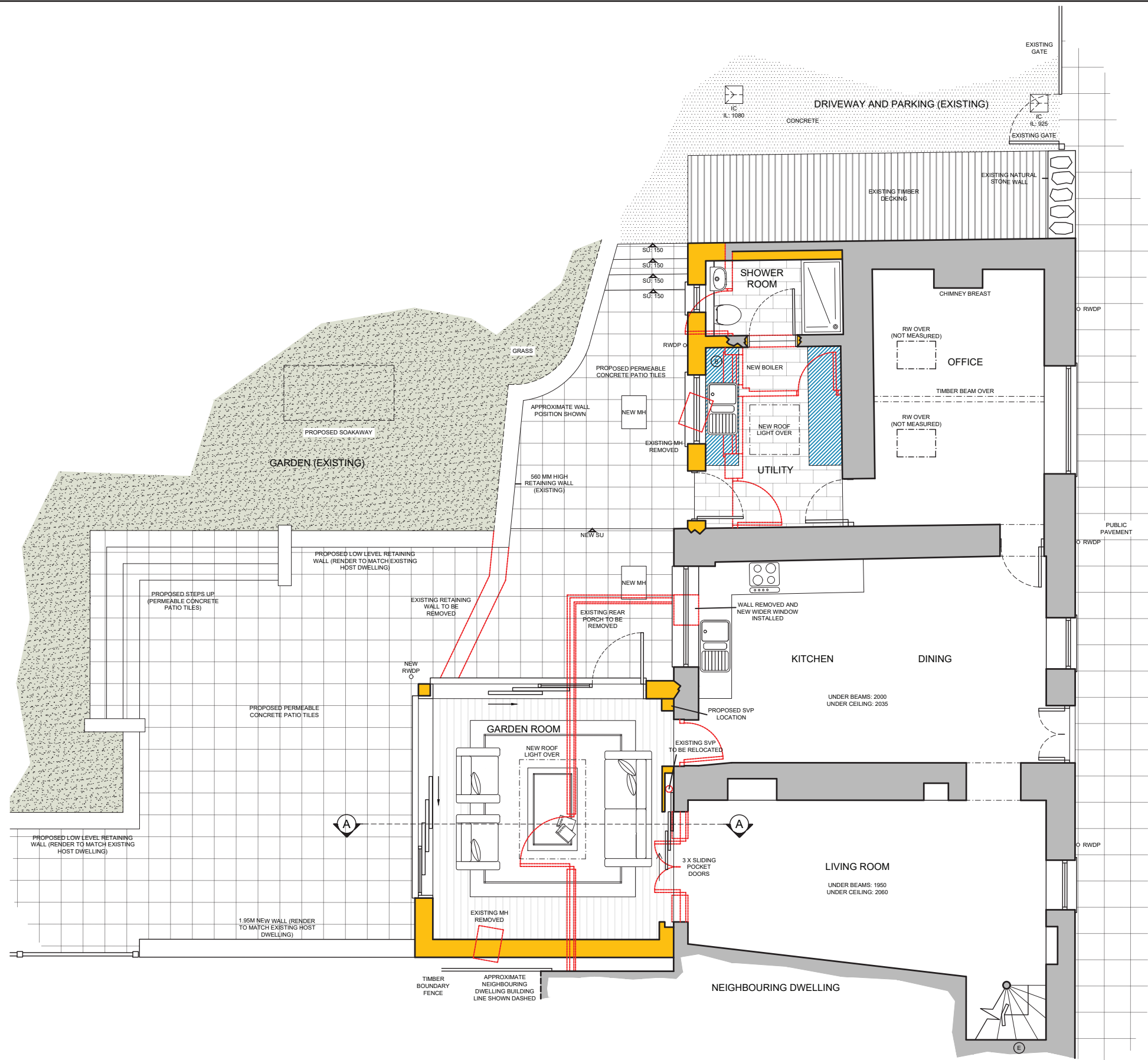
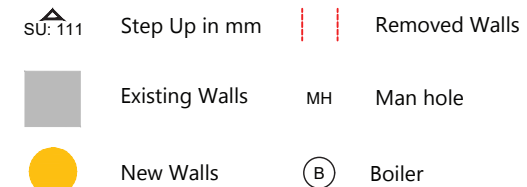


Figure 2. Proposed ground floor, showing work to be undertaken (from plan supplied by client).



Selection Strategy

Project Information	
ID	3223
Name	White Cottage, Caerleon
Project Management	
Project Manager	Paul W Huckfield
Archaeological Archive Manager	Rhiannon Philp
Organisation	Archaeology Wales

Stakeholders	
Collecting Institution(s)	RCAHMW, National Museum Wales (Caerleon Legionary Museum), Heneb GGA HER
Project Lead / Project Assurance	Paul W Huckfield
Landowner / Developer	
Other	
Resources	No unusual resources required outside of AW normal operating equipment and personnel to implement this Selection Strategy.

Context

A programme of Archaeological Monitoring and Recording (AM&R) has been recommended in order to mitigate any loss to the archaeological resource. This proposed scheme of mitigation will be undertaken during groundworks associated with the construction of a new ground floor rear extension and soakaway at The White Cottage, Isca road, Caerleon, Newport, NP18 1QG (centred on NGR ST 34521 90086).

1. Digital Data

Stakeholders

Rhiannon Philp (PX manager), Paul W Huckfield (Project Manager), RCAHMW

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

2. Documents

Stakeholders

Rhiannon Philp (PX manager), Paul W Huckfield (Project Manager),

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
 - Assessment
 - Analysis (if required)
 - Archive Completion
- 2.3. Relevant Standards and Guidance:
 - CIfA. 2020. Standards 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's research files. A copy of the complete digital working archive incl. the preserved archive is stored on AW's server.

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

3. Materials

Materials Selections Template

Detail any amendments to the above selection strategy here.

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; The National Roman Legion Museum
3.2	CBM	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; The National Roman Legion Museum
3.3	Metals	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; The National Roman Legion Museum
3.4	Worked Stone	Retain until at least after Assessment. Further selection decisions to follow results of assessment.	Specialist; PXM; The National Roman Legion Museum
3.5	Animal Bone	Retain until at least after Assessment. Further	Specialist; PXM; The National

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

No	3.1	Material type	
Stakeholders			
Rhiannon Philp (PX manager), Paul W Huckfield (Project Manager),			
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) and consultation of the receiving institution's deposition guidelines (SMS 2000). 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

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

Uncollected Material

N/A

De-Selected Material

Amendments

Detail any amendments to the above selection strategy here.

Date	Amendment	Rationale	Stakeholders

Data Management Plan

Section 1: Project Administration

Project ID / OASIS ID
3223
Project Name
White Cottage, Caerleon
Project Description
A programme of Archaeological Monitoring and Recording (AM&R) has been recommended in order to mitigate any loss to the archaeological resource. This proposed scheme of mitigation will be undertaken during groundworks associated with the construction of a new ground floor rear extension and soakaway at The White Cottage, Isca road, Caerleon, Newport, NP18 1QG (centred on NGR ST 34521 90086).
Project Funder / Grant reference
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 19.06.25
Date DMP last updated
19.06.25
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) PDF (.pdf and .pdf/a)	tbc
Images	Photographs (.jpg) 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 2024) 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 this 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?

- AW has an ongoing agreement with the RCAHMW who are 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 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.