



**APAC Ltd.**

**Archaeological Perspectives Analysis Consultancy**

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

**WSI: WB/SWC/24**

**St Winifred's, Caerleon**

**Newport County Council  
24/0510**

Prepared by Mr A. Phillips

11/08/2025

QA Dr N Phillips  
August 2025

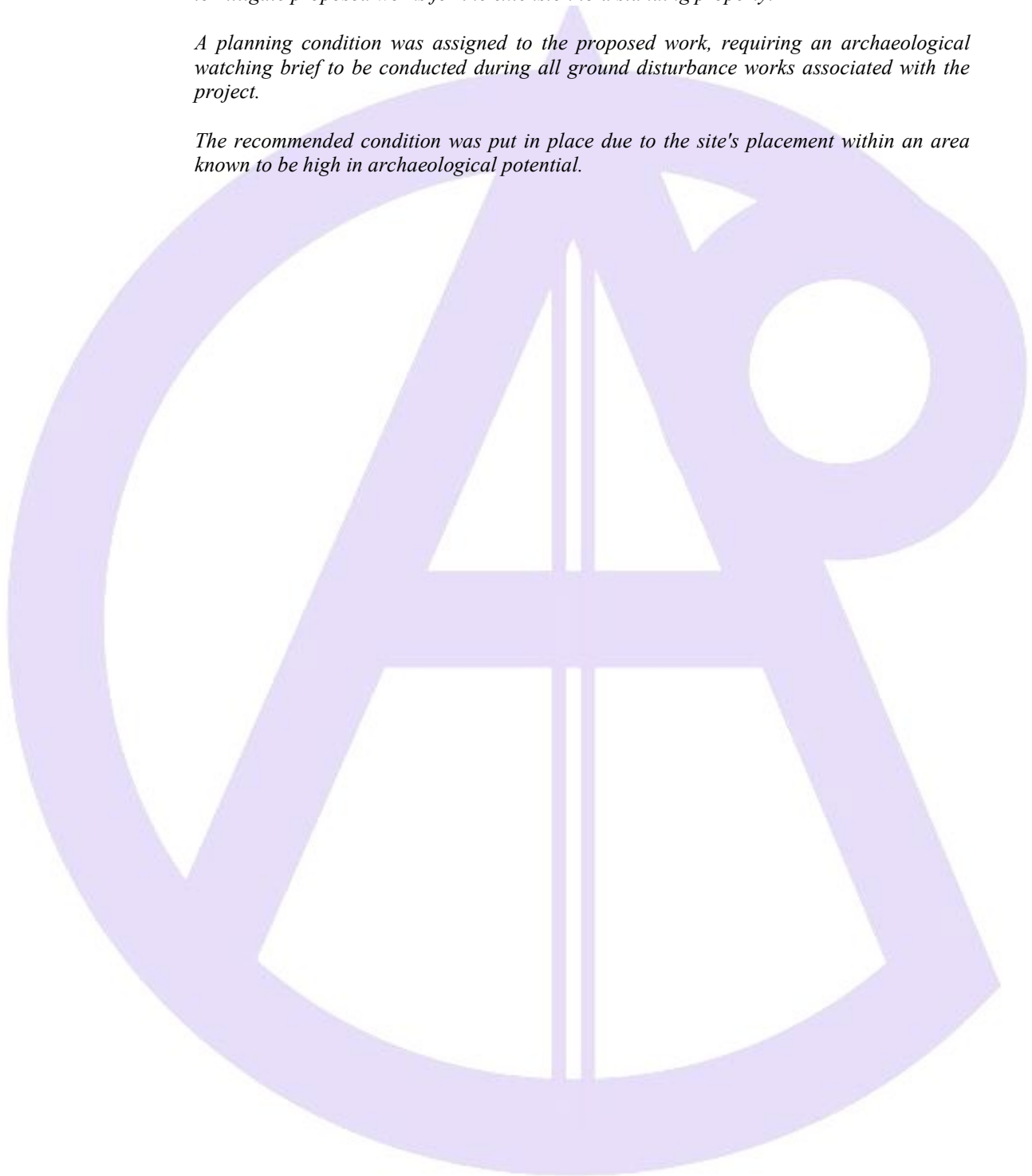


## Summary

*This document comprises a Written Scheme of Investigation detailing the methodology used to mitigate proposed works for the extension to a standing property.*

*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 placement within an area known to be high in archaeological potential.*



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## 1 Introduction

### 1.1 Planning Condition

This Written Scheme of Investigation is for an Archaeological Watching Brief. The document has been prepared by Mr A. Phillips, APAC Ltd, in response to a proposed programme of works, for - Re: *SINGLE STOREY SIDE EXTENSION, REMOVAL AND REPAIR OF FRONT GARDEN WALL, AND REMOVAL OF CHIMNEY. St Winifred's, White Hart Lane, Caerleon, Newport, NP18 1AB. 24/0510.*

The site location lies within the archaeologically sensitive area of Caerleon

Heneb, Glamorgan-Gwent Archaeology (previously Glamorgan Gwent Archaeological Trust (GGAT)), advisors to Newport County Council (NCC) planning, recommended that, due to the site's location, mitigation strategies should be implemented so that any archaeologically sensitive resources may be recorded and protected if necessary.

NCC planning considered this information and applied a condition to the proposed work, requiring archaeological mitigation. The condition is worded as follows:

*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.*

24/0510

This Written Scheme of investigation has been compiled from information supplied from correspondence with the client and documentation available on the Newport County Council planning portal.

The advice from Heneb is in keeping with the policies of Planning Policy for Wales 12 & Technical advice note TAN 24.

### 1.2 Location

The site location is situated to the east of the town centre of Caerleon and can be accessed from the B4236, Caerleon to Newport Road. The road enters the town from the south over a bridge. Take the first left onto Carlton Terrace. The property is the fifth house on the right.

St Winifred's, White Hart Lane, Caerleon, Newport, NP18 1AB. NGR: ST 334095 190407. **Fig 01.**

## 2 Brief Historical and Archaeological Background

### 2.1 General

Caerleon boasts a rich and continuous history, from its Iron Age hillfort and Roman legionary fortress to its medieval castle and later industrial port. This has been summarised below to provide a brief glimpse at the history of the town and the general area.

Lodge Hill Hillfort, a large Iron Age fortification overlooking the Usk Valley and parts of the Severn Estuary, encloses about 2.2 hectares with triple-banked defences (Howell & Pollard, 2000). It was likely abandoned for defensive purposes by the time the legionary fortress at Caerleon was established c. AD 74.

The fortress of Isca was built for the 2nd Augusta Legion after they left Gloucester, replacing the 20th Valeria Victrix's base at Usk, under Sextus Julius Frontinus. Its location provided strategic access for operations against the Silures and improved inland and coastal communication (Frere, 1987; Salway, 1998). Originally in earth and timber, it was rebuilt in stone before AD 100, possibly prior to the amphitheatre's construction c. AD 90. A civilian settlement grew outside the walls, supported by a harbour and storage facilities.

The 2nd Augusta remained until AD 208, moving temporarily to Carpow before returning c. AD 235. The fortress was abandoned at the end of the 3rd century (Soulsby, 1983). After the Roman withdrawal in AD 410, activity declined, and

Lodge Hill Hillfort saw reoccupation (Howell & Pollard, 2000). Post-Roman Caerleon shows little archaeological evidence of settlement.

A motte was built outside the fortress c. 1069–70, and ‘Carlion’ was recorded in the 1086 Domesday Book (Soulsby, 1983). Changing hands between Normans and Welsh in the 12th–13th centuries, the town reused Roman materials and street patterns. William Marshall took it in 1217, strengthening the castle, which resisted Llywelyn the Great’s 1231 attack, though the town was burnt (Soulsby, 1983; Pettifer, 2000; Phillips, 2005). No borough charter was granted until 1324. The town suffered another attack in 1402 by Owain Glyndwr, after which the castle fell into disrepair, ending its military role.

By the late 17th century, Caerleon functioned industrially, with the Hanbury family using its port to export iron and later tin plate from Caerleon Forge.

## 2.2 Historic Asset Search

A Historic Asset Search was conducted by APAC Ltd. This was then adapted into **Fig 02**. The search highlighted what areas of archaeological and historical importance were to be found within 1000m and 100m of the site - NGR: ST 334095 190407. The 100m search is included as these results would likely have more of a direct impact on the site.

The search highlighted that the site lies in a central position within the conservation area of Caerleon. It shows the site's proximity to approximately 21 Scheduled Monuments (SM) and approximately 60 listed buildings (LB).

Of the Historical assets listed above, 4 of the scheduled monuments and two of the listed buildings are within the 100m search radius of the site. These results are tabulated below:

| Site code | Site type | Name of site                                            | Grade (if applicable) | Reason for Listing                                                                                                                                                              |
|-----------|-----------|---------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MM240     | SM        | Caerleon Legionary Fortress: Area behind Caerleon House | NA                    | The monument is of national importance for its potential to enhance our knowledge of Roman military organisation.                                                               |
| MM243     | SM        | Caerleon Legionary Fortress: Area off White Hart Lane   | NA                    | The monument is of national importance for its potential to enhance our knowledge of Roman military organisation.                                                               |
| MM230     | SM        | Caerleon Legionary Fortress                             | NA                    | The monument is of national importance for its potential to enhance our knowledge of Roman military organisation.                                                               |
| MM231     | SM        | Caerleon Civil Settlement                               | NA                    | The monument is of national importance for its potential to enhance our knowledge of Roman urban settlement organisation.                                                       |
| 26130     | LB        | 25 High Street                                          | II                    | Included as a probably mid-C19 house retaining significant historic character and having strong group value with the surrounding historic buildings in the centre of Caerleon   |
| 2973      | LB        | 24 High Street                                          | II                    | Included as a probably late C18 house retaining significant historic character and having strong group value with the surrounding historic buildings in the centre of Caerleon. |

Of note\*. The property backs onto the scheduled Monument MM240 - *Caerleon Legionary Fortress: Area behind Caerleon House*, at the northern corner. This area is highlighted due to its proximity to the SM and its potential for archaeological resources.

## 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 watching brief will be undertaken with adherence to the Chartered Institute of Archaeologists' Standard:

*Archaeological monitoring and recording<sup>1</sup> will record and report on the archaeological resource within a specified area, using methods that are described in a project design<sup>2</sup> 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 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 inter-tidal zone or under water. 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 <https://www.archaeologists.net/codes/cifa>*

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 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 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 of 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 system 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 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 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 Trove rulings. 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, Chepstow Museum has been suggested 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 discreet 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 he can undertake as part of the watching brief, both the client and the NCC Archaeological Officer 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 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 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, any occurrence will be dealt with by initially leaving in-situ and, if removal is necessary, the appropriate Home Office permission obtained.

## 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 evaluation 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 evaluation 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

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 (Chepstow).

The project will be designated a project code with all significant documents and packaging carrying this code number. **WB/SWC/24**.

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/wp-content/uploads/2016/09/RCAHMW-Guidelines-for-Digital-Archives.pdf>

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 GGAT 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 CDM Regulation, 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, A.P.A.C. 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. Scibd 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).
- Company Secretary: 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

- Cadw  
MM240 - Caerleon Legionary Fortress: Area behind Caerleon House  
MM243 - Caerleon Legionary Fortress: Area off White Hart Lane  
MM230 - Caerleon Legionary Fortress  
MM231 - Caerleon Civil Settlement  
26130 - 25 High Street  
2973 - 24 High Street
- Chartered Institute for Archaeologists.  
Standard and Guidance for the Archaeological Watching Brief 2023  
  
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Caerleon – Lodge Wood Camp. Archaeology in Wales. Vol 40 pp81-83
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Pl.App.No.: 24/0510  
Re: St Winifred's, White Hart Lane, Caerleon, Newport, NP18 1AB.
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National Panel for Archaeological Archives in Wales: Archaeological Archives: selection, retention and disposal guidelines for Wales
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Earthwork Castles of Gwent and Ergyn AD1050 to 1250. UWCN *PhD Thesis*
- Salway, P. 1998  
*Roman Britain – Oxford History of England*. Oxford University Press, Oxford
- Soulsby, I. 1983  
*The Towns of Medieval Wales*. Phillimore & Co. London
- United Kingdom Institute for Conservation.  
(Archaeology Section)  
Guidelines for the Preparation of Excavation Archives for Long-Term Storage (1990)



Online resources

Cof Cymru <https://cadw.gov.wales/advice-support/cof-cymru/search-cadw-records>

Heneb GGAT <https://heneb.org.uk/wp-content/uploads/2025/01/Guidance-for-the-Submission-of-Data-to-Welsh-HERs-V4-EN.pdf>

Google Maps [www.google.co.uk/maps](http://www.google.co.uk/maps)

Magic maps <https://magic.defra.gov.uk/magicmap.aspx>

NPAAW <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>

RCAHMW <https://rcahmw.gov.uk/wp-content/uploads/2016/09/RCAHMW-Guidelines-for-Digital-Archives.pdf>

Welsh Office

TAN 24: <https://gov.wales/technical-advice-note-tan-24-historic-environment>

PPG12: <https://gov.wales/planning-policy-wales>

Health and Safety at Work Act 1974



Fig 01: Location

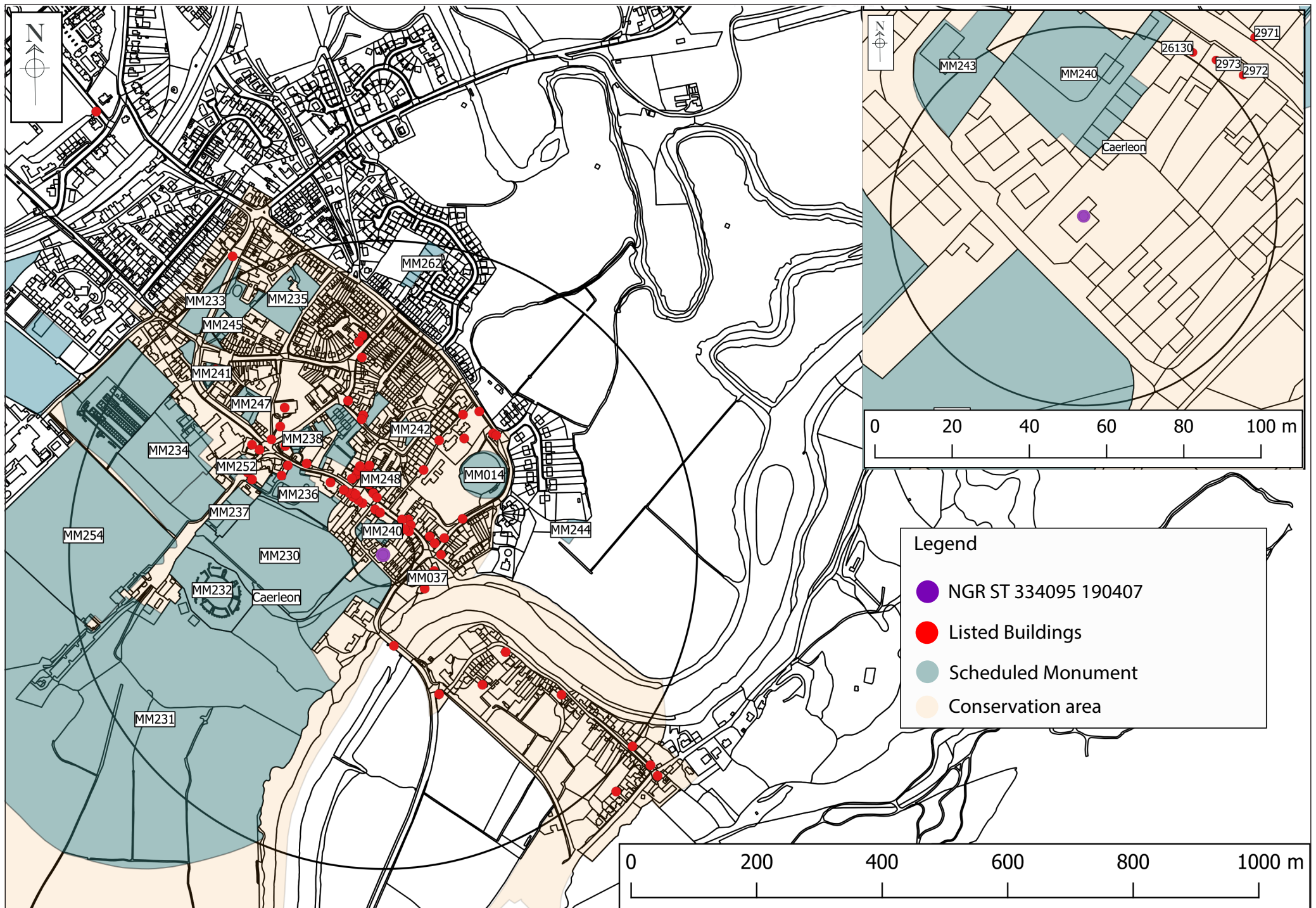


Fig 02: Historic Asset Search Map