



**Programme of Archaeological
Monitoring and Recording**

**Charles Williams Endowed School,
School House
High Street
Caerleon
Newport
NP18 1AZ**

Newport City Council Planning Ref. No: 25/0539

**Report Number: WSHM/841/25
Watching Brief & Historic Building Recording (Level 3)**



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Report Information

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Acknowledgements

Cardiff Archaeology is grateful to Mr Dai Thomas of Cwmni2 for English to Welsh translations in relation to this project.

1. Summary

Mr R Hartland of Initiate Architecture, on behalf of The Charles Williams Charity, has commissioned Cardiff Archaeology to produce a Programme of Archaeological Work for proposed repair works at Charles Williams Endowed School, School House, High Street, Caerleon, Newport, South Wales. Prior to undertaking monitoring and recording during development activities the production of a Programme of Archaeological Monitoring and Recording is a requirement of Newport City Council for planning application 25/0539.

This Programme of Archaeological Monitoring and Recording includes both a Watching Brief to monitor the excavation of an 18 sq metre ash floor in the Trustees Room, to be replaced with Limecrete, and a Historic Building Recording (Historic England Level 3) of The School House and has been requested by Heneb/GGAT and the Royal Commission for Ancient and Historic Monuments of Wales.

A methodology and mitigation strategy for the Programme of Archaeological Monitoring and Recording is proposed by Cardiff Archaeology in the contexts of site location and nature of groundworks with contractor information provided about professional qualifications, health and safety and insurance details. The archaeological background of the site and potential impact of development activities on the archaeological resource are described with procedures for analysis of results, reporting, publication and archive deposition are also included.

Cardiff Archaeology's Programme of Archaeological Monitoring and Recording (Report:WSHEM/841/25) is produced for Initiate Architecture to forward to Newport City Council for approval before any archaeological work at the site commences and has been prepared to ensure that all such work is undertaken to the professional standards and guidance issued by the Chartered Institute for Archaeologists.

1. Crynodeb

Mae Mr R Hartland o Initiate Architecture, ar ran Elusen Charles Williams, wedi comisiynu Cardiff Archaeology i gynhyrchu Rhaglen o Waith Archeolegol ar gyfer gwaith atgyweirio arfaethedig yn Ysgol Charles Williams, Tŷ'r Ysgol, Stryd Fawr, Caerllion, Casnewydd, De Cymru. Cyn ymgymryd â monitro a chofnodi yn ystod gweithgareddau datblygu, mae cynhyrchu Rhaglen Monitro a Chofnodi Archeolegol yn ofyniad Cyngor Dinas Casnewydd ar gyfer cais cynllunio 25/0539.

Mae'r Rhaglen hon o Fonitro a Chofnodi Archeolegol yn cynnwys Adroddiad Gwyllo i fonitro'r gwaith o gloddio llawr lludw 18 metr sgwâr yn Ystafell yr Ymddiriedolwyr, i'w ddisodli â Chalchgrit, ac mae Cofnod Adeilad Hanesyddol (Lefel 3 Historic England) o Dŷ'r Ysgol wedi'i ofyn amdano gan Heneb a Chomisiwn Brenhinol Henebion Cymru.

Cynigir methodoleg a strategaeth lliniaru ar gyfer y Rhaglen Monitro a Chofnodi Archeolegol gan Cardiff Archaeology yng nghyd-destun lleoliad y safle a natur y gwaith tir, gyda gwybodaeth contractwyr yn cael eu darparu am gymwysterau proffesiynol, a manylion iechyd a diogelwch ac yswiriant. Disgrifir cefndir archeolegol y safle ac effaith bosibl gweithgareddau datblygu ar yr adnodd archeolegol gyda gweithdrefnau ar gyfer dadansoddi canlyniadau, adrodd, cyhoeddi ac adneuo i'r archif hefyd wedi'u cynnwys.

Mae Rhaglen Monitro a Chofnodi Cardiff Archaeology (Adroddiad:WSHEM/841/25) yn cael ei chynhyrchu er mwyn i Initiate Architecture ei hanfon ymlaen at Gyngor Dinas Casnewydd i'w gymeradwyo, cyn i unrhyw waith archeolegol ar y safle ddechrau, ac mae wedi'i pharatoi er mwyn sicrhau bod yr holl waith o'r fath yn cael ei wneud yn unol â'r safonau proffesiynol a'r canllawiau a gyhoeddwyd gan y Sefydliad Siartredig ar gyfer Archeolegwyr.

2. Introduction

2.1 Initiate Architecture, on behalf of The Charles Williams Charity, have commissioned Cardiff Archaeology to produce a Programme of Archaeological Monitoring and Recording (WSHEM/841/25) in order to fully comply with planning consent from Newport City Council attached to planned building works (Planning Ref: 25/0539). It has been agreed with Cadw and the local planning authority Conservation Officer that works can proceed under regular monitoring and that details will be submitted retrospectively for Listed Building Consent. This Programme of Archaeological Monitoring and Recording will be submitted by Initiate Architecture to Newport City Council¹ for approval prior to Cardiff Archaeology undertaking any archaeological works at the site.

2.2 An archaeological Watching Brief is to be undertaken in order to mitigate any impact on the archaeological resource of the site during the excavation of an 18sq metre compacted ash floor substrate to 400mm, to facilitate the installation of a new insulated limecrete slab in the Trustees Room of The School House. A Historic Building Recording (Historic England Level 3) is also to be undertaken on the School House prior to works commencing. The School House lies within the known footprint of the Legionary Fortress (SAM MM234).

2.3 The proposed programme of archaeological work will comply with the requirements of Heneb, the relevant Archaeological Trust (Glamorgan Gwent Archaeology) and the relevant Planning Authority (Newport City Council). This is to ensure that archaeological operations are undertaken to a professional standard as specified by the Chartered Institute for Archaeologists (CIfA)². It will also fulfil the conditions of Welsh Government's *Planning Policy Wales 2024 (Edition 12) Chapter 6 Conserving The Historic Environment and Technical Advice Note 24 (TAN 24) The Historic Environment*.

2.4 A professionally qualified archaeological contractor will be present during the undertaking of any groundworks in the development area so that a Programme of Archaeological Monitoring and Recording can be maintained. To maintain a Programme of Archaeological Monitoring and Recording the following must be undertaken:

a) *Prior to commencement of any groundworks an archaeological Written Scheme of Historic Environment Mitigation (WSHEM) shall be submitted and approved in writing by the Local Planning Authority. The submitted WSHEM must meet the standards laid down by the Chartered Institute for Archaeologists in the Standard and Guidance for Archaeological Monitoring and Recording (2023).*

b) *The archaeological fieldwork shall be carried out in accordance with the approved Written Scheme of Historic Environment Mitigation. Following the fieldwork and in accordance with a time frame set out in the approved WSHEM, a copy of the report produced in accordance with the WSHEM shall be submitted to the Local Planning Authority for approval. Following approval, the report will be submitted by the applicant to Heneb/Welsh Archaeological Trust for inclusion in the Regional Historic Environment Record (HER).*

2.5 This Programme of Archaeological Monitoring and Recording (WSHEM/841/25) details a methodology and mitigation strategy for a site Watching Brief during groundworks and a Historic Building Recording prior to the works being undertaken. It contains site location and development information, an archaeological and historical background of the site, and analysis of the potential impact of development activities on the archaeological resource. Mitigation measures to protect the archaeological resource of the site include a methodology for archaeological monitoring and recording during the works, results analysis and reporting, and publication and archiving processes. A site specific health and safety statement and risk assessment are also included.

2.6 This Programme of Archaeological Monitoring and Recording WSHEM/841/25 has been produced by CIfA Accredited Practitioner Jim Stewart-Turner (PCIfA 2073) with assistance from Accredited Associate Jane Stewart-Turner (ACIfA 6137) following professional standards and guidance for archaeological monitoring and recording issued by the Chartered institute for Archaeologists (2023) and following guidance issued by Planning Services and Glamorgan Gwent Archaeology. It has been undertaken using appropriate methods and practices which comply with the *Code of conduct, Code of approved practice for the regulation of contractual arrangements in field archaeology*, and other relevant by-laws of the CIfA.

¹ **Newport City Council, Civic centre, Newport, NP20 4UR**

☎ : 01633 656 656 ✉ : info@newport.gov.uk

² **Chartered Institute for Archaeologists:** Power Steele Building, Wessex Hall, Whiteknights Road, Early, Reading RG6 6DE Tel: 0118 966 2841 Email: admin@archaeologists.net

3. Project Aims

3.1 To provide the client with a Programme of Archaeological Monitoring and Recording for a Historic Building Investigation and Recording (Level 3) and Watching Brief to submit to Newport City Council to comply with planning and listed building conditions attached to consent for the development.

3.2 To undertake a Historic Building Investigation and Recording (Level 3), and an archaeological Watching Brief in the form of site monitoring and recording relating to the standing building fabric and interiors and loft space (where accessible and safe to do so) complying with CIfA guidelines and current professional archaeological standards.

3.3 To fulfil the planning condition requirements of the Newport City Council and Heneb/Glamorgan Gwent Archaeology by undertaking the archaeological works during development, to ensure protection of the archaeological resource of the site, and to provide a full report on the findings and archive index for submission to the regional Historic Environment Record.

3.4 To produce a stable, ordered and accessible archive as specified in CIfA Standards and Guidance for the creation, compilation, transfer and deposition of archaeological archives (December 2014, Updated October 2020).

3.5 To ensure that the project archive is deposited with an accredited museum such as National Museum Wales³, and in the case of a documentary archive only, with the National Monument Record of Wales, Aberystwyth⁴.

3.6 To publish the results of the Historic Building Investigation and Watching Brief in regional and national archaeological journals and publications, as appropriate.

³ **National Museum of Wales**

National Museum Cardiff, Cathays Park, Cardiff, CF10 3NP.

☎: (029) 2039 7951

⁴ **The Royal Commission on the Ancient and Historical Monuments of Wales**

Library and Enquiries Service, National Monuments Record of Wales, Plas Crug, Aberystwyth, SY23 1NJ

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✉: nmr.wales@rcahmw.gov.uk www.rcahmw.gov.uk/coflein

4. The Site

4.1 Development (Figure 4)

Excavation of 18 sq metre compacted ash floor substrate to 400mm to facilitate the installation of a new insulated limecrete slab located in the Trustees Room, and associated works, at The School house, Charles Williams Endowed School, School House, High Street, Caerleon, Newport, NP18 1AZ.

4.2 Location (Figures 1, 2 & 3)

Charles Williams Endowed School, School House, High Street, Caerleon, Newport, NP18 1AZ is situated the junction of High Street (B4236) and Broadway with St Cadoc's Church across the road to the north east. The City of Newport is approximately 8 kms to the south west, Cwmbran approximately 8 kms to the north west and Cardiff approximately 24 kms to the north. Junction 25 of the M4 motorway is approximately 1.8 kms to the south west of the site. The area is within the Caerleon/Isca Silurm Historic Landscape Area (NWPRTL15, NRW 2020) a '*built environment/settlement/nucleated settlement/non-planned settlement-medieval.*' Caerleon is one of four Archaeologically Sensitive Areas in Newport (NCC 2015) and the school is within the Caerleon Conservation Area (NCC2020).

4.3 Ordnance Survey National Grid Reference

Ordnance Survey National Grid Reference: ST33886 90581.
Height Above Sea Level: 19 metres (62 feet) Ordnance Datum.
What3Words: 'goat.free.radio'.

QR Code:



4.4 Geology

Bedrock Geology:

St Maughans Formation-Argillaceous rocks and sandstone, interbedded. Sedimentary bedrock formed between 419.2 and 393.3 million years ago during the Devonian period.

Superficial Deposits:

River Terrace Deposits-Sand and gravel. Sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period.

4.5 Topography

Caerleon (Welsh: Caerllion) is a town within the County Borough of Newport within the community of Caerleon in South Wales. It is situated on the river Usk (Welsh: Afon Wysg) at the southern end of the Usk valley. The topography is relatively flat and broad on the floodplain, with steeper higher ground to the north west and higher hills becoming the Brecon Beacons further up the Usk valley. Surrounding land use is mainly rural and agricultural in nature with farmsteads and village settlement.

5. Maps & Plans

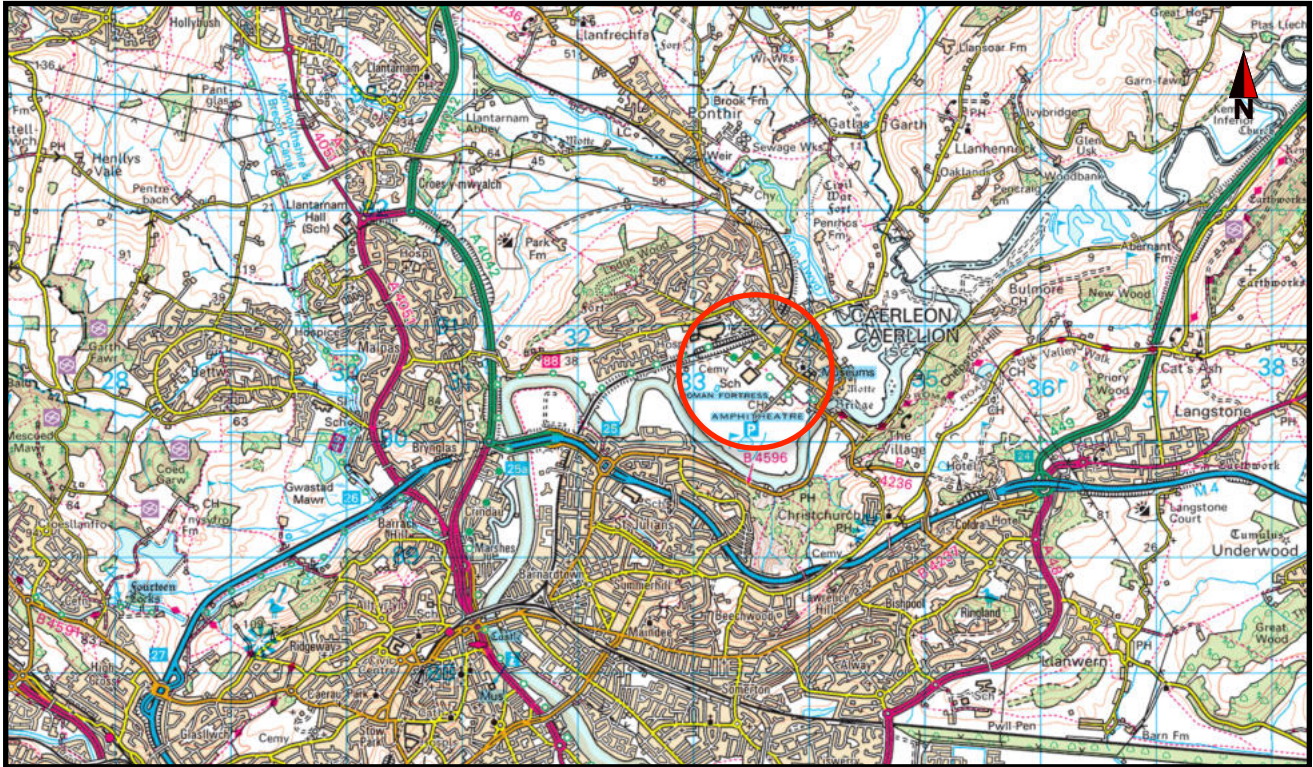


Figure 1 Site Location 1: Caerleon

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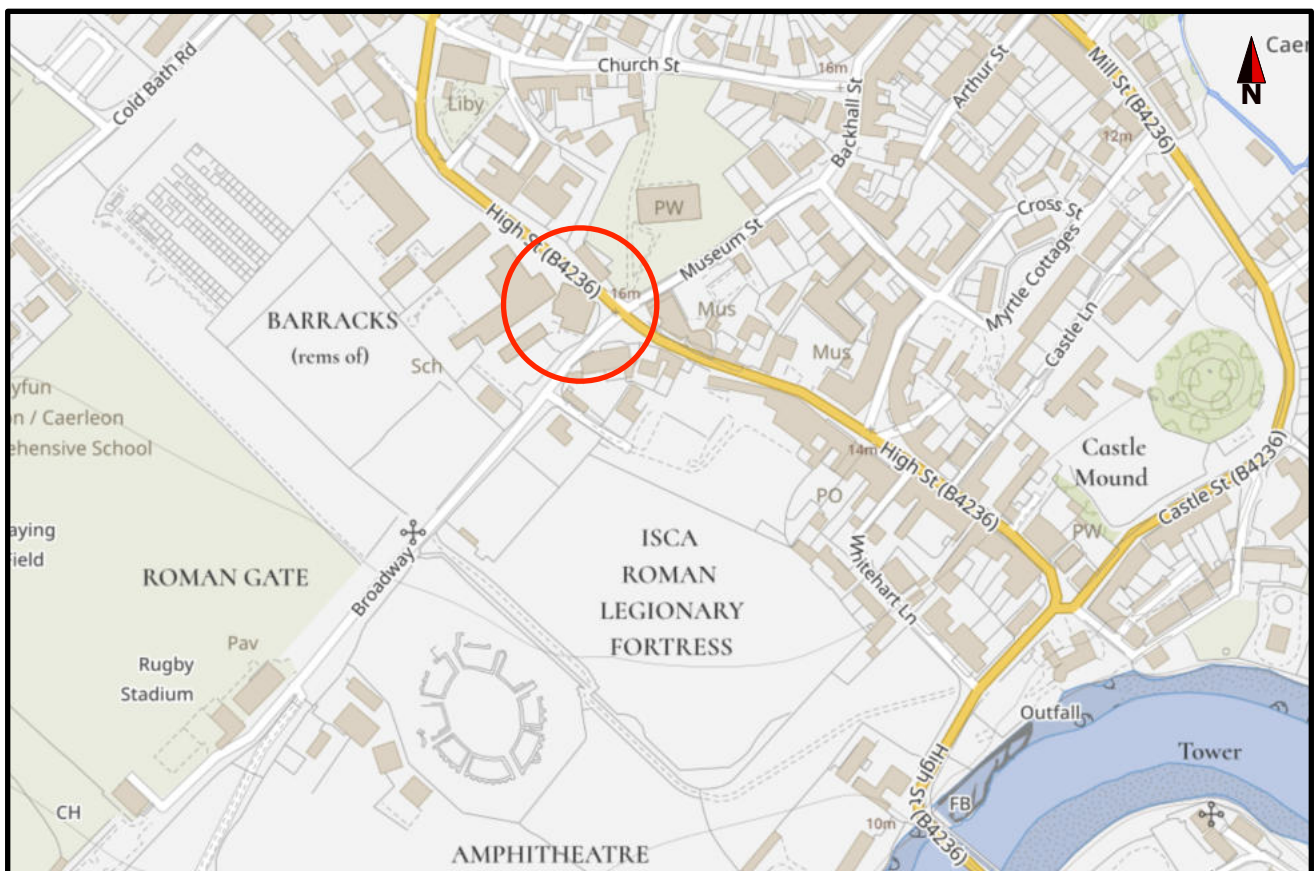


Figure 2 Site Location 2: Charles Williams Endowed School, Caerleon

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<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>.



Figure 3 Site Location 3: Charles Williams Endowed School, Caerleon

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<http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3>.

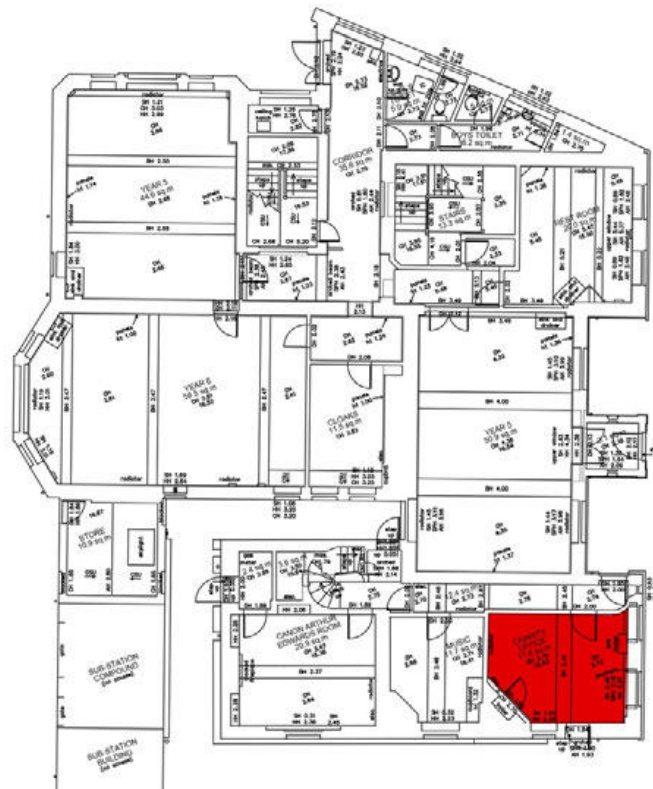


Figure 4 Site Location 4: Location of Watching Brief, Trustees Room

©Initiate Architecture

6. Cartographic Information

The earliest map researched was 1752; a plan of lands belonging to the Right Honourable The Earl of Powis, showing the School House with open fields behind. A more detailed survey was undertaken in 1800 by T Morrice for William Coxe's 'An Historical Tour of Monmouthshire' published in 1801 (Figure 5). The 1841 Tithe Map and Apportionment (Figures 7-8) show the School House and Garden under the trusteeship of William Lewis. Later maps (Figures 9-12) show the school building extensions and demolitions through time.

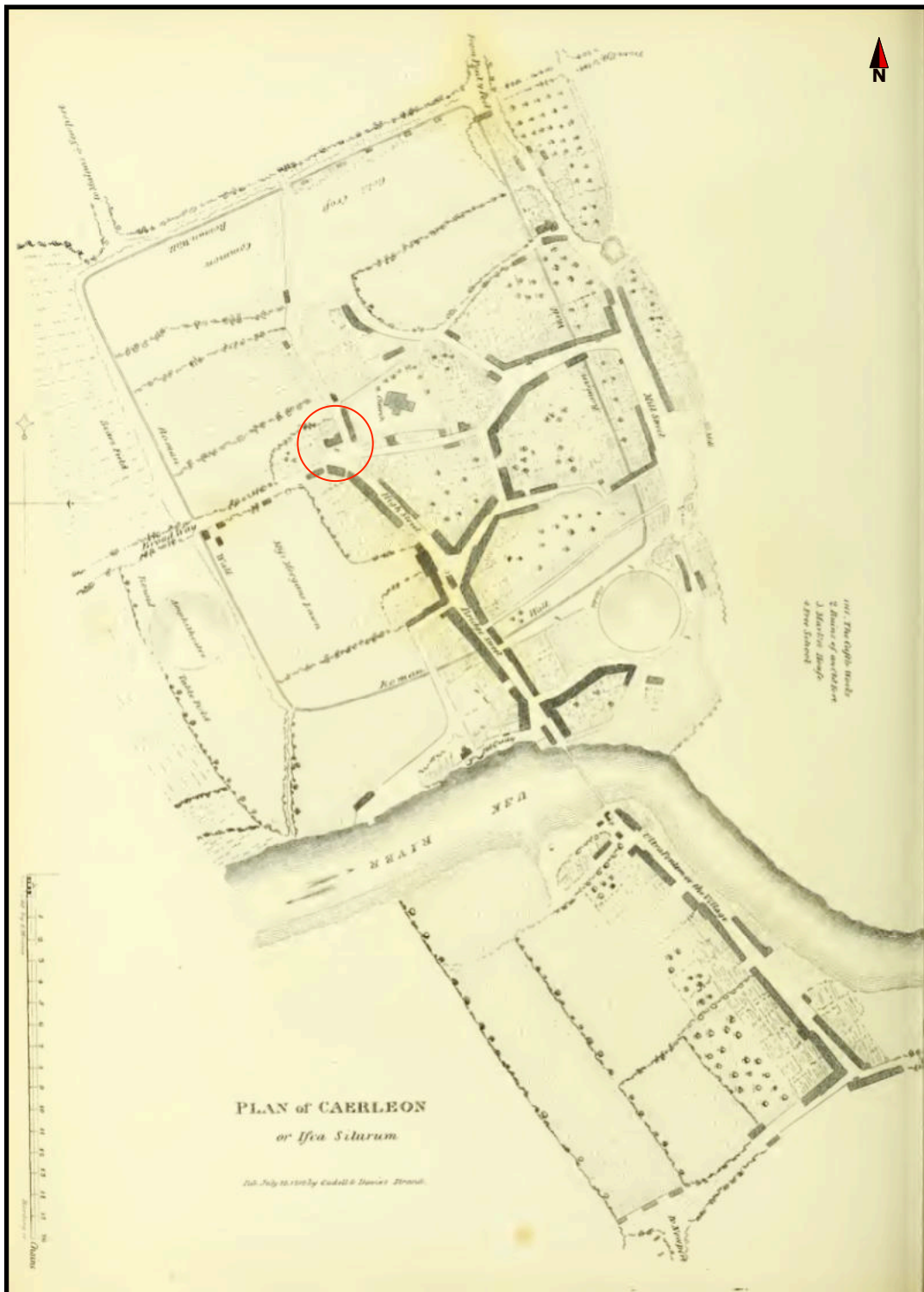


Figure 5 Plan of Caerleon from 'An Historical Tour of Monmouthshire' by William Coxe.

Published 1800, Surveyed by T Morrice 1800.

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Figure 6 Tithe Map 1840: The School House, Caerleon

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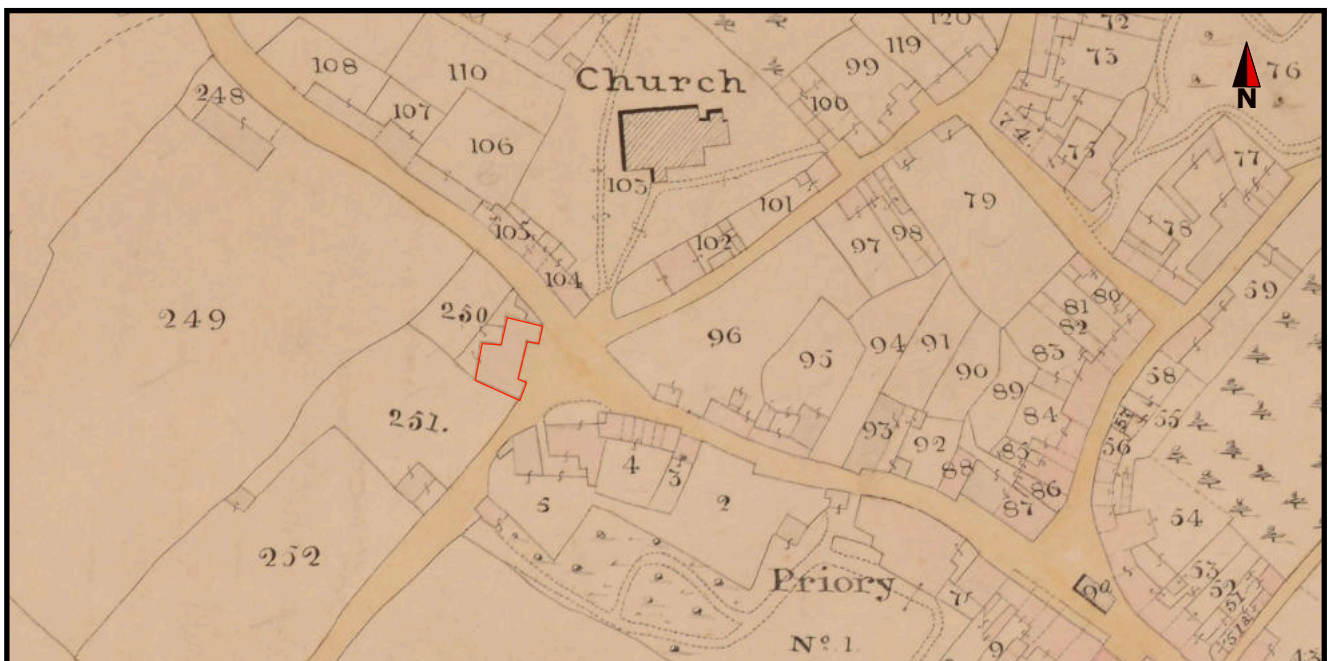


Figure 7 Tithe Map 1840: The School House, Caerleon

© National Library of Wales/Llyfrgell Genedlaethol Cymru 2023

		633	The right tower	area	3	1	2	"	1	1	"	14	"
		660			3	1	15	"	1	"	"	13	5
		661		Shale	2	"	33	"	10	"	"	"	"
					13	2	22	"	14	2	"	5	6
Caerleon Charity	Lewis William	247		Plot	1	1	27	"	8	2	"	"	"
	In Hand	250	School House, garden &c		"	"	38	"	"	"	"	"	"
		251		garden	"	"	2	3	"	"	"	"	"
					"	"	3	1	"	"	"	"	"
Caerleon Town of	In Hand	24	Wm's House		"	"	3	"	"	"	"	"	"
Davis John	Asheford John												
Horton Charles		80	2 cottages & garden		"	"	10	"	"	"	"	"	"

Figure 8 Tithe Map 1840: Apportionment, The School House, Caerleon

© National Library of Wales/Llyfrgell Genedlaethol Cymru 2023



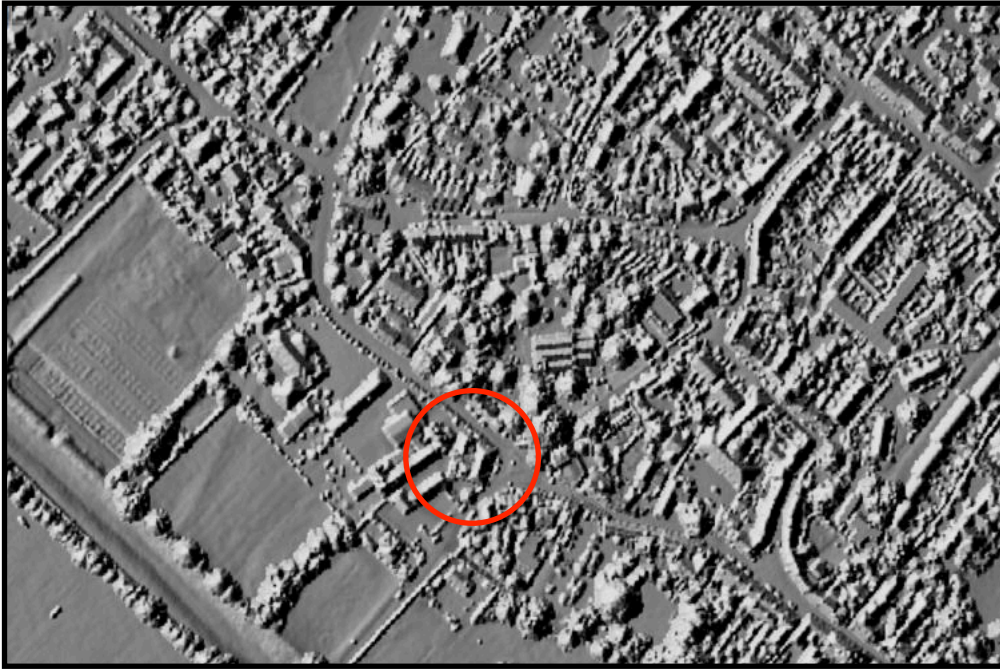
Figure 11 OS Map 1902: The School House, Caerleon

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Figure 12 OS Map 1965: The School House, Caerleon

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Lidar

Lidar examination (Figure 13) provided evidence of the School House building with linear earthwork features discernible along Broadway which may also be present beneath the school buildings.

Figure 13 Lidar Map 1m: The School House, Caerleon
©2016 Geography & Technology, Welsh Government.



Figure 14 HER Search Area 1Km: The School House, Caerleon
©Google 2025 Airbus

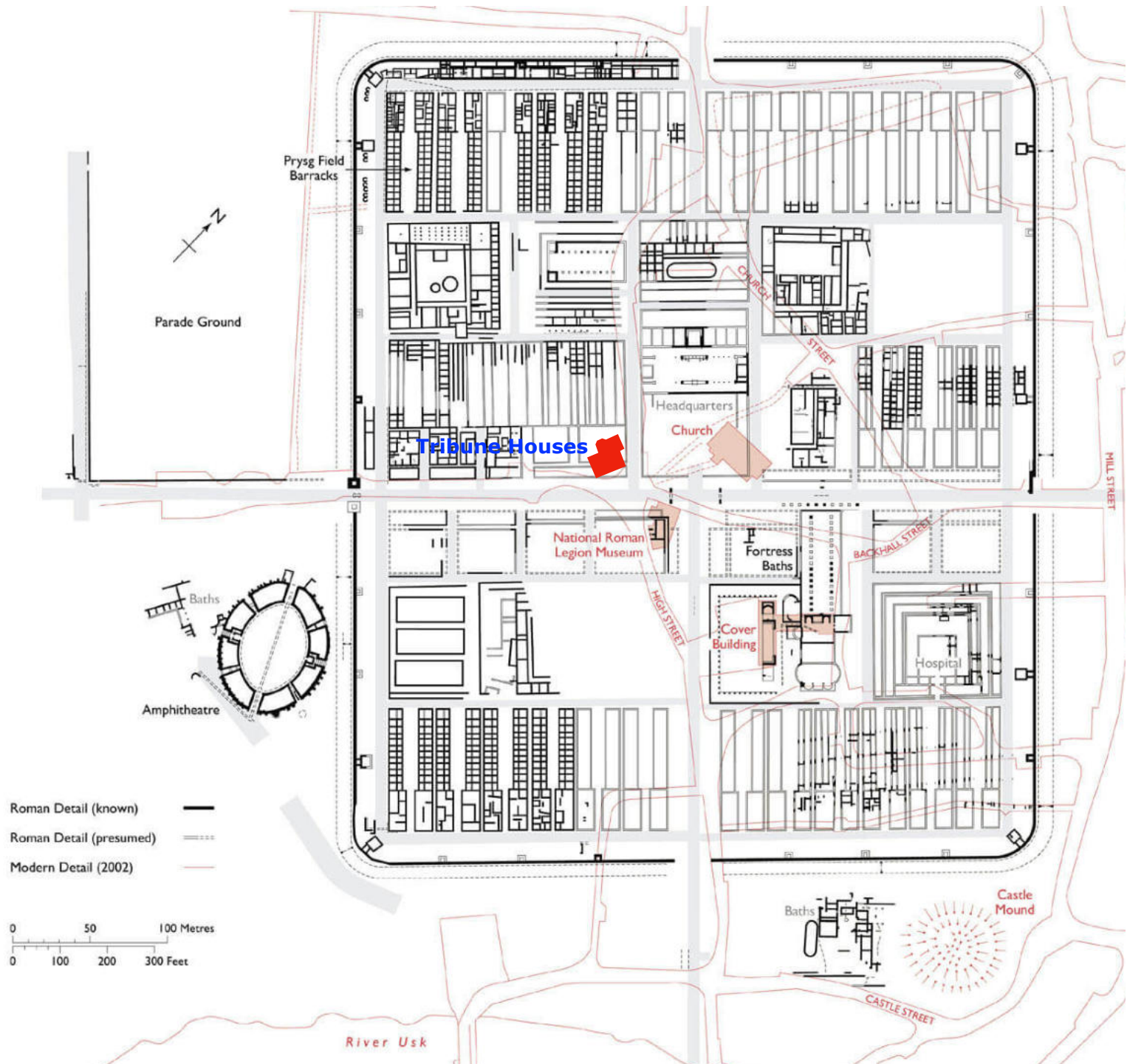


Figure 15 Plan of Roman Legionary Fortress: Isca, Caerleon showing archaeological remains of Tribune Houses along Broadway and possibly also beneath the school building

Overlaid modern street map. (Site in red)

©Crown Copyright (Cadw) 2003

7. Archaeological Background

Neolithic (c.4,500-2,300BC), Bronze Age (c.2,300-700BC) & Iron Age (c.700BC-45AD)

The Usk Valley was a rich area for prehistoric hunter-gatherers and provided plentiful resources for their nomadic lifestyle. The area around Caerleon is of considerable archaeological interest, with a number of important Neolithic sites. Two flint tools were discovered at Lodge Wood Camp (MM023) by the University of Wales, Newport during excavations in 2000. A Neolithic Greenstone axe (recorded 1988) PRN 00600g and a arrow head (PRN 03643g) found 1957, in the area of the civil settlement attached to the Roman fortress in Cold Bath Road. (GGAT66 Lithics Survey, 2000).

During the Bronze Age small farming communities gradually settled the area. A Bronze Age socketed axe was found at St Julian's Wood (1988).

In the Iron Age the area was occupied the Silures tribe and was the centre of a wealthy trading network, both manufacturing and importing La Tene style goods. Lodge Wood Hill fort was constructed and smaller smaller defended farmsteads (e.g Pen-Toppen-Ash NPRN 307891)) were also established. The excavation of the hillfort, overlooking the Usk river was defended by three ramparts and is the largest in South Wales. It had been continuously occupied from its founding in the 5th century BC until the construction and occupation of Isca Silurum (Caerleon) around 78 AD by the Second Augustan Legion. There is no evidence that the fort was taken militarily, and the abandonment of the fort may have been part of the terms of peace. The fort was reoccupied during the Roman period and remained in use following the end of Roman rule.

Roman (45 AD-410 AD)

A network of Roman roads formed an integral part of the military system that was established across the province from the second half of the 1st century. Linking military bases they initially facilitated the rapid deployment of both troops and supplies but subsequently served a broader range of functions including communication, administration and settlement.

The Romans did not conquer the Silures tribe until around 75AD and the area below the hill fort was chosen to be one of three permanent legionary fortresses (the others being Chester and York). Caerleon, known as Isca by the Romans and garrisoned by the Second Augustan legion. Isca became the military administrative centre controlling the surrounding area for over two centuries. The Romans abandoned the town and fortress in the late third century AD, when the town fell into decline with much of the stone used to build the fortress being robbed and reused to build Caerleon in the medieval and post medieval periods.

The application area is within the Roman Fortress of Isca.(PRN00742g) a monument of national importance for its potential to enhance our knowledge of Roman military organisation. The monument forms an important element within the wider context of the Roman occupation of Wales and the structures may contain well preserved archaeological evidence. It is an extremely high probability that remains of a Roman barrack block (probably Tribune Houses, Figure 14) are located within the immediate area. The western section of the barrack blocks were excavated, principally by V.E Nash-Williams in the 1920's and have established Roman deposits at 0.40m below ground level.

In 1994 The Glamorgan Gwent Archaeological Trust carried out evaluation trenching (on behalf of Gwent County Council acting for the Governors of Caerleon Endowed Schools) on the line of a new wall between Broadway and the Endowed Schools (PRN 05895.0g):

Summary :

Layer of rubble excavated during test pitting prior to the construction of a new wall, with finds comprising of fragments of brick and tile, including part of a legionary tile stamp. Interpreted as a building.

Description :

Five test pits 1m square and 1m deep were dug on the line of the proposed new wall between the Endowed Schools and the Broadway, to determine the depth of the Roman deposits. Four of the pits did not penetrate below Post-medieval garden soil; the fifth reached a deposit which could represent the top of the Roman levels, at a depth of approximately 1m below the present ground level.

Features identified: The only deposit of possible Roman date encountered was in Trial Pit 5, where the mortar and clay pipes which had characterised the Post-medieval rubble ceased at about 1m below the present ground surface (15.72m OD), giving way to rubble which, though in other respects was identical to the Post-medieval rubble, did not appear to contain any material postdating the Roman period. It is therefore provisionally interpreted as a Roman deposit.

Finds: A considerable number of artefacts were retrieved, but most of these were of Post-medieval date. Most of the Roman material consisted of fragments of brick and tile, including part of a legionary tile stamp.

Conclusions: The proposed new works should not cause any damage to the archaeological resource, provided that the foundations do not penetrate lower than 1m below the present ground surface.

CAERLEON ENDOWED SCHOOLS (BROADWAY ACCESS) GGAT REPORT NO. 94/38 PROJECT NO. 189.

In 1999 GGAT carried out a Watching Brief on the Public Footpath Link, ST33759030, Broadway (PRN E002439):

Description

The Glamorgan Gwent Archaeological Trust was commissioned by Newport County Council to undertake an Archaeological Watching Brief on ground works along Broadway, Caerleon. The fieldwork located a post-medieval (19th century) wall running parallel to Broadway; no other archaeological features were revealed. Artefacts recovered include 19th century local coarseware, 19th century ceramics, and fragments of Roman tegula (roof tile; Turner 1999).

The excavated area consisted of a topsoil strip of 1.5m-2m wide with a further excavation of 1m wide and 0.45m deep to accommodate the construction of the kerbing (Turner 1999).

Turner, J, 1999, Archaeological Works on Public Footpath Link, Broadway, Caerleon, Monmouthshire (© GGAT).

Early Medieval (410-1070AD) & Medieval (1066-1485)

Caerleon Castle (NPRN 307940) is mentioned in the Domesday book (1086), probably founded in the early eleventh century AD by the Lord of Caerleon, Caradoc ap Gryffyd. The Normans took control of the castle in 1270 and the early motte and bailey construction (PRN05135g) was replaced by stone, (probably reused Roman material), by Gilbert de Clare. During the Glyndwr uprising in 1402, Owain Glyndwrs general Rhys Gethin took Caerleon castle, together with those of Newport, Cardiff, Llandaff, Abergavenny, Caerphilly and Usk. This was probably the last time Caerleon castle was ruined, the walls were still standing in 1537 and the castle ruins only finally collapsed in 1739: the Round Tower at the Hanbury Arms still survives (NPRN 275973). The market town thrived during the medieval period with a good port on the river Usk and routes across the channel. Merchants built large houses in the town; The Hanbury Arms (NPRN 37017) and The Old Bull Inn (NPRN 21163) are both substantial dwellings surviving from the sixteenth century.

Post Medieval(1485-1900) & Modern (1900-Present)

The present village of Caerleon largely grew up in the 19th and early 20th centuries as a settlement the Caerleon never experienced the growth in the valleys brought on by the industrial revolution and Newport became the major port for the export of coal and materials. Industrial Revolution was more focused on the South Wales Valleys, Caerleon being largely bypassed, a tin plate works existed outside the town, linked by a tram road to the Usk river and to the Monmouthshire canal at Cwmbran, but Caerleon was overshadowed by Newport in the industrial sector, eventually becoming an suburb of Newport.

Charles Williams Endowed School, The School House

In Charles Williams' (1633-1720) 1717 Will, £4,000 was left to found a charity school for thirty boys and twenty girls in Caerleon-on-Usk, with the school built in 1724 (inscription also dated 1724). The present Endowed School building is situated on the corner of Broadway and High Street, and the endowment was invested in land to support the school. A separate infants department was created in 1864. In 1948, following the 1944 Education Act, the Caerleon Endowed School became part of the State system as a Voluntary Aided School, whereby the local authority pays fully for the running costs of the school. In practical terms, the separate Boys' and Girls' schools ceased to operate and three separate schools were formed: The Endowed Infants' School, the Endowed Junior School, and the Endowed Secondary Modern School, with pupils from the later transferred in 1964 to the new Caerleon County Secondary Modern. Charles Williams Infants and Juniors Schools amalgamated in 2014 to form the current Charles Williams Church in Wales Primary School. Apart from the extension attached to the original school in 1907-9 and some windows, the building has been little changed.

The original building is rendered throughout, probably over local rubble stone and has Welsh slate roofs with red tile ridges (re-roofed sometime in C20). The 1907-9 extension is in rock faced squared random rubble with red brick and Bath stone dressings, roofs as before. The plan is based on the late C17 country house with hall and two cross wings, like Tredegar House in Newport, each wing has two storeys and dormer windows. Semi-circular headed windows and a C19 central porch between wings with C19 forecourt railings (RAJ 8/2/01, based on CADW listing description 1974). Grade II* Listed.

The School House does not lie within a Scheduled Ancient Monument area although the car park of the school lies within Scheduled Monument MM252, Caerleon Legionary Fortress: Car Park and Garden of Endowed School, North of Broadway. The building is listed as '*and highly graded as a rare early C18 school retaining significant historic character and having strong group value with the surrounding historic buildings in the centre of Caerleon*'.

8. Potential Impact Assessment

8.1 Groundworks at Charles Williams School have been identified as having a potential impact on the archaeological resource and therefore a requirement for an archaeological programme of works to include a Programme of Archaeological Monitoring and Recording in the form of a Watching Brief and Level 3 Historic Building Recording have been requested by Heneb, RCAHMW and Newport County Council. Re Planning Application 25/0539:

'LISTED BUILDING CONSENT FOR VARIOUS EXTERIOR AND INTERIOR WORKS CONSISTING OF REPLACING PART OF ROOF, REPLACING WINDOWS, EXTERNAL RENDERING, EXISTING TIMBER BEAM REPLACEMENT, INTERNAL RENDERING, EXTERNAL STONE WALL IMPROVEMENTS, THE REMOVAL AND REPAIRING OF RAINWATER GOODS AND EXPLORATORY WORK'

School House High Street Caerleon Newport NP18 1AZ

It is therefore considered that new archaeological remains associated with the Roman military fortress and settlement, and Medieval and Post-Medieval activity in the vicinity, have the potential to be uncovered during these works.

8.2 Information regarding the archaeological and historical background of the site and area is provided above (7) and the following development activities, where relevant to the site, may have a potential impact on the archaeological resource:

- Enabling works (e.g access road construction, parking areas, storage areas and associated service trenches).
- Excavation of foundation trenches.
- Topsoil stripping and ground reduction.
- Excavation of new service trenches.
- Excavation works for new infrastructure (e.g.roadways).
- Other soil disturbance and groundworks such as landscaping, floor reduction.
- Any other intrusive ground works.

Project Specific: the Watching Brief at Charles Williams School is to monitor the excavation 18 sq metre floor of compacted ash beneath rotted softwood floorboards and joists in the Trustees Room (in red, Figure 4).

8.3 An archaeological watching brief meeting current professional standards will therefore be undertaken during activities likely to expose archaeological features or remains, further details in (10) Methodology & Mitigation Strategy. The results of the watching Brief will be analysed and a report issued in order to mitigate any impacts of the development on the archaeological resource. A separate report will be issued for the Level 3 Historic Building Recording. Further details in (11) Reporting & Archive.

8.4 Research and information from the Historic Environment Record provides evidence of archaeological activity and settlement from the Prehistoric period onwards in the surrounding area. The site is located within the Roman military fortress and settlement of Caerleon, within a landscape which also provides evidence of earlier human activity and settlement from the Neolithic, Bronze Age and Roman periods, through to expansion in the Post-Medieval era.

8.5 It is therefore possible that the specified development activities (8.2) have the potential to provide new archaeological evidence, particularly that of the Roman, Medieval and Post-Medieval periods, and as such require mitigation measures to protect the archaeological resource. The assessment of the significance of the site and the possible effect and residual effect of the interior floor reduction development plans on the archaeological resource were assessed to be '**very high**' (Heneb ref NEW1700/HB). Evidence of other landscape features within the development area are also undetermined at present.

Heneb/GGAT ref:NEW1700/HB States:

"The site is also situated within the immediate vicinity of multiple Scheduled Monument Areas associated with Caerleon Legionary Fortress. Therefore, the application is within an area of very high archaeological potential, where it is highly likely that archaeological remains and deposits will be encountered during any ground disturbing works undertaken in the area. The HER shows that the School House (Caerleon Endowed School) is a Grade II Listed Building, which was designated "... as a rare early C18 school retaining significant historic character and having strong group value with the surrounding historic buildings in the centre of Caerleon." (Cadw ref: 2984). Additionally, the HER notes that "A section of stone wall of post-medieval date was found immediately beneath the tarmac during an evaluation excavation. The evaluation section was not excavated further."*

9. Mitigation Proposal

9.1 Cardiff Archaeology proposes a mitigation strategy to protect the archaeological resource in the form of a Watching Brief during groundworks and soil disturbance and a Level 3 Archaeological Building Investigation and Recording (ABIR) followed by reporting and archiving, to current professional standards and guidelines as provided by Historic England Historic England 2016 (*Understanding Historic Buildings: A Guide to Good Recording Practice*) and the Chartered Institute for Archaeologists (*Standard and Guidance for an Archaeological Watching Brief, 2020 & Chartered Institute for Archaeologists, 2020, Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*).:

9.2 Watching Brief:

The definition of an archaeological watching brief is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive.

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 purpose of a watching brief is

- a. *to allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works*
- b. *to provide an 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 watching brief itself are not sufficient to support treatment to a satisfactory and proper standard*

A watching brief is not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

The objective of a watching brief is to establish and make available information about the archaeological resource existing on a site.'

9.3 Building Recording:

A programme of archaeological building investigation and recording will determine, as far as is reasonably possible, the nature of the archaeological resource associated with a specified building, structure or complex. It will draw on existing records (both archaeological and historical sources) and fieldwork. It will be undertaken using appropriate methods and practices which satisfy the stated aims of the project, and which comply with the Code of conduct, and other relevant regulations and by-laws of CIfA. The programme will result in the production of drawings, an ordered accessible archive and a report.

Definition of archaeological building investigation and recording:

Archaeological building investigation and recording (ABIR) is a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, structure, or complex and its setting, including buried components, on land, in an inter-tidal zone or underwater.

Purpose of archaeological building investigation and recording:

The purpose of ABIR is to examine a specified building, structure or complex, and its setting, in order to inform:

- a. *the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting*
or
- b. *to seek a better understanding, compile a lasting record, analyse the findings/record, and then disseminate the results.*

10. Methodology & Mitigation Strategy

Watching Brief

10.1 The Client/Agent will advise the Planning Authority of the appointment of Cardiff Archaeology as the archaeological contractor for the works at least two weeks prior to ground works commencing. Planning Consent issued by the Newport City Council Planning Services for the development ensures mitigating measures for the archaeological resource are in place by the requirement of the client to comply with Condition Planning Application 25/0539:

Condition 24, Welsh Circular 016/2014:

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 application 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.

10.2 The strategy is proposed on the basis of the likely extent and form of archaeological interests and the proposed extent and form of development effect.

10.3 The effect of the development on potential archaeological interests will be safeguarded by means of a Watching Brief on any ground disturbance defined in the Potential Impact Assessment (8.2). The on site contractor will be made aware of the need for archaeological monitoring of the Trustees Room area and the methodology of undertaking a watching brief explained during the initial on site meeting. Ground workers involved in any relevant processes outlined in section 8.2 will also be made aware of the need for archaeological monitoring and the methodology involved.

10.4 On site contractors will be notified of the need to allow the site archaeologist conducting the Watching Brief access to their works to monitor and record archaeological remains.

10.5 Groundworks (8.2) will not be undertaken in the area to which this scheme applies without the site archaeologist being present to observe and monitor the works and record any archaeological remains revealed.

10.6 Monitoring of groundworks (8.2) will be undertaken to the required depth of the foundations, soil stripping, landscaping and service trenches and any other relevant works. If archaeological horizons are encountered before depth of foundations etc are reached works in the area will cease until the archaeology is assessed, recorded and excavated as necessary. If natural deposits are encountered during the groundwork operations they will be recorded and further archaeological monitoring of these deposits will not be required.

10.7 If significant archaeological remains are identified the Heneb/GGA will be informed at the earliest opportunity, and arrangements made for a monitoring visit.

10.8 Regular progress updates will also be made to the LPA archaeological advisor Heneb/ Glamorgan Gwent Archaeology and arrangements made for project monitoring if required.

10.9 If an archaeological deposit is discovered that requires greater resources a contingency can be implemented for a maximum of five days, and up to two extra site archaeologists, to carry out the work. If archaeological remains are discovered of greater significance than the contingency arrangement would be able to cover a meeting with all the relevant parties will be instigated to formulate and agree an appropriate strategy. Further work (e.g. full excavation, exhumation of human remains etc) may be required and will be part of a separate agreement to the Watching Brief programme.

10.10 Retained finds will be cleaned and catalogued, and final deposition arrangements agreed in accordance with CifA *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials* (2020). Retained finds will be bagged in ziplock plastic bags, labelled with Site Code, Site Name, Date, Context Number or Unstratified, appropriate area/trench code and recorded on the relevant context sheet. Larger finds will be bagged if possible and labelled with waterproof tags. Retained artefacts will be cleaned and recorded on pro forma sheets at CA premises. All retained finds will be individually marked with the site code and context number and stored in archival standard boxes until discharged to the land owner or appropriate archival institution in accordance with CifA 2014 (Updated 2020), *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*.

10.11 Large quantities of residual, undiagnostic or modern materials (these will include modern plastics, metals etc) recovered will be recorded on the context sheet relevant to the artefacts stratigraphic position and photographed on site, if appropriate, and a discard policy implemented.

10.12 All finds identified in the Treasure Act (1996) and the Treasure (Designation) Order (2002) as being treasure will be recorded, removed to a safe place and reported to the Client, Bannau Brycheiniog National Park

Authority Archaeologist, the Portable Antiquities Finds Liaison Officer(FLO) and Coroner. If the finds cannot be removed from Site the same day as discovery, provision against theft will be taken. A Treasure Receipt will be completed and a report submitted to the Coroner's Office and the FLO within 14 days of understanding the find is Treasure. The Treasure Receipt and Report will include the date and circumstances of the discovery, the identity of the finder (put as unit/contractor) and (as exactly as possible) the location of the find.

As of 2025, objects are generally defined as Treasure if they meet one of the following conditions: Any metallic object (other than a coin) that is at least 300 years old when found and has a precious metal content (gold or silver) of at least 10% by weight.

10.13 Any human remains encountered will be archaeologically excavated (if appropriate) and recorded under conditions which comply with all current legislation, including the obtaining of relevant licences, reporting to relevant authorities and provision for reburial if required. Recording of human remains will follow CifA *Updated Guidelines to the Standards for Recording Human Remains* (2017). Human remains will not be removed from the site until all permissions from relevant organisations have been attained and legal permission in the form of a Coroners Licence from the Ministry of Justice (England & Wales) obtained.

10.14 All archaeological techniques employed are to conform to current best professional practice in line with guidance from the Chartered Institute for Archaeologists, Heneb/Glamorgan Gwent Archaeology, Welsh Museums Federation and other professional heritage organisations.

10.15 Archaeological deposits and features will be recorded using a single continuous numbering system on pro forma context sheets, photographs and scale drawings following CifA Guidelines: *Chartered Institute for Archaeologists (2023), Universal Guidance for Archaeological Excavation, Chartered Institute for Archaeologists (2023), Universal Guidance for Archaeological Monitoring and Recording. and the Museum of London Archaeological Site Manual.*

10.16 Recording forms and a copy of the archaeological contractors' site manual will be available to the the Client/Agent and the regional curatorial archaeologist on request.

10.17 Drawings will be at a suitable scale in plan and/or section, where appropriate, and will be located by a site grid and benchmark tied to Ordnance Survey datum.

10.18 Significant contexts will be photographed in digital (18mp images saved in RAW and JPEG formats) and 35mm (colour and monochrome) where appropriate.

10.19 Environmental recording and sampling should follow Historic England's Environmental Archaeology: a Guide to the Theory and Practice of Methods, from Sampling and recovery to Post-excavation (Second Edition, 2011). A specialist in this field should sample deposits with high paleo-environmental potential in bulk or column for later analysis.

10.20 A report will be produced detailing the results of the Watching Brief to current professional standards.

Archaeological Building Investigation & Recording

10.21 Mitigation measures for the impact of the development on the archaeological resource will be facilitated by the implementation of an Archaeological Building Investigation and Recording (ABIR) to Level 3 undertaken by an accredited member of the Chartered Institute of Archaeologists⁵ (CIfA). CIfA defines an archaeological building investigation and recording (ABIR) as:

'a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, structure, or complex and its setting, including buried components, on land, inter-tidal zone or underwater'.

10.22 The undertaking of an ABIR before alterations to the building will ensure that a lasting record is made of the existing building prior to, and during, development of the site and provides an opportunity to identify any structures or features requiring further intervention such as conservation. The resulting record mitigates the detrimental effect on the archaeological resource caused by the development and ensures that the resulting information is publicly available through the Historic Environment Record, National Monument Record and wider publication.

10.23 Planning Consent issued by Newport City Council for the development ensures mitigating measures for the archaeological resource are in place by the requirement of the client to comply with Conditions of planning application 25/0539:

Welsh Government Circular 016/2014 Model Condition 73, Heneb document NEW1700/HB 1st September 2025

No works to which this consent relates shall commence until an appropriate programme of historic building recording and analysis has been secured and implemented in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority.

Reason: As the building is of architectural and cultural significance the specified records are required to mitigate impact.

10.24 The ABIR will meet the requirements as defined by Historic England in Understanding Historic Buildings: A Guide to Good Recording Practice (2016) at **Level 3**:

Level 3 is an analytical record, and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the buildings appearance and structure and to support an historical analysis.

The information contained in the record will for the most part have been obtained through an examination of the building itself. If documentary sources are used they are likely to be those which are most readily accessible, such as historic Ordnance Survey maps, trade directories and other published sources. The record will not normally discuss the building's broader stylistic or historical context and importance at any length. It may, however, form part of a wider survey – thematic or regional, for example – of a group of buildings, in which additional source material contributes to an overall historical and architectural synthesis. A Level 3 record may also be appropriate when the fabric of a building is under threat but time or resources are insufficient for detailed documentary research, or where the scope for such research is limited.

It will include:

Drawings

Measured plans (to scale or fully dimensioned) as existing. These may extend to all floors, or they may be restricted to one or a selection. The latter option may be appropriate, for example, in a town-centre building where an upper floor has been little altered.

Buildings with a repetitive structure may also be planned on one floor, but a note or a sketch plan should be made to indicate the arrangement of other floors.

Plans should show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance.

Photography

May include one or more of the following:

A general view or views of the building (in its wider setting or landscape if 2 (below) is also to be adopted).

The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.

Further views may be desirable to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting.

The overall appearance of the principal rooms and circulation areas.

Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate.

Any machinery or other plant, or evidence for its former existence.

Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription should be made wherever characters are difficult to interpret.

Written Account

⁵ **Chartered Institute of Archaeologists**, Main Building, University of Reading, Reading RG6 6AB ☎ 0118 378 6446

✉ admin@archaeologists.net

The main components of the account will generally be selected, according to the level of record adopted, from the following list.

Introductory material:

The precise location of the building as an address and in the form of a National Grid reference.

A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area). Information on statutory designations can be found on the Historic England website. Non-statutory designations (local lists) may be added.

The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.

A summary statement (when no more detailed account is intended) describing the building's type or purpose, historically and at present, its materials and possible date(s) so far as these are apparent from a superficial inspection.

A contents list; a list of illustrations or figures.

A longer summary statement. An alternative, this account should summarise the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. Its purpose is to describe the building when no fuller record is necessary. Alternatively it may serve as an introduction to the more detailed body of a record that may follow, for users who may need a summary of the report's findings.

An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.

Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced.

Main report:

A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.

An expansion, drawing additionally on a range of primary documentary sources.

An account of the building's overall form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis.

An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An analysis of a circulation pattern or of a decorative or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purpose. In an industrial building, a sequential account of the way in which materials or processes were handled.

Contents:

Any evidence for the former existence of demolished structures or removed plant associated with the building.

A summary of the findings of any specialist reports (for example dendrochronology or paint analysis).

A discussion of the building's past and present relationship to its setting: its relationship to local settlement patterns or other man-made features in the landscape; its part in a larger architectural or functional group of buildings; its visual importance as a landmark, etc. For more guidance on investigating and recording landscapes see *Understanding the Archaeology of Landscapes* (English Heritage 2007; revised edition forthcoming).

An assessment of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the history of the building and its site.

A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.

Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).

Copies of other records of the building, including specialist reports (again with any necessary permissions), or a note of their existence and location.

Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.

Relevant information from owners, builders, architects or others who may be acquainted with the building, including oral history.

The sources of the information must be given and it is important that the particular strengths and weaknesses of different types of information are weighed.

An outline of the significance of the building. This can seek to identify both the significance of different features or phases of development in the building relative to each other, and also set important aspects of the building in a regional or national context.

End material

Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to include both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the full web address and the date on which the site was consulted should be noted.

A glossary of architectural or other terms likely to be unfamiliar to readers. If few in number, terms may be explained more economically within the text or in footnotes.

10.25 Information about the archaeological and historic background of the site will inform both the project specification and building survey report in order to place the results of the survey in context. A search of Historic Environment Record data relating to the area has been also made (Heneb HER enquiry ref: 9299 October 2025) and the results also form part of the project research programme.

10.26 The site will be visited and an ABIR of the building will be undertaken by a Cardiff Archaeology accredited member of the CIfA.

10.27 Photographs will be taken using a Canon EOS 100D digital camera (18 megapixels) with 18-55mm lens. Digital images will be output as RAW, TIFF and JPEG files in line with current guidelines for the archiving of images. The photographic record will be ordered, indexed and saved to SD disk for distribution to the Historic Environment Record and Archives.

10.28 A report will be produced detailing the results of the ABIR to current professional standards as detailed in CIfA's 'Standards and Guidance for the archaeological investigation and recording of standing buildings or structures' (2020).

11. Reporting and Archive Deposition

11.1 A post fieldwork review of the evidence recovered will lead to a programme of analysis and research, to include specialist consultants if required, resulting in a site narrative with supporting data such as drawings and photographs where appropriate. An environmental specialist will also be identified to oversee the sampling programme if required.

11.2 A wide range of archaeological and historical sources will be consulted in order to place fieldwork results in context and information from the regional Historic Environment Record held by Heneb/Glamorgan Gwent Archaeology has also been obtained (HER enquiry ref. 9299 October 2025). Search Criteria: Charles Williams Endowed School, School House, High Street, Caerleon, Newport, NP18 1AZ. 1km of NGR ST33886 90581.

11.3 Final Reports detailing the results of the Watching Brief and Historic Building Survey will be produced and a copies, together with the Archive Indexes, will be deposited by Cardiff Archaeology with the regional Historic Environment Record of Heneb/Glamorgan-Gwent Archaeology following Guidance for the submission of data: ggat.org.uk/cms/wp-content/uploads/2022/11/Guidance-for-the-Submission-of-Data-to-Welsh-HERs-V2-reducedEN.pdf

11.4 The project archives for the work will be prepared to the specifications laid out in the Chartered Institute for Archaeologists, Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives (2020) and deposited as below (11.6).

11.5 The archives consisting of site plans, photographic records, research notes and reports, stored by Cardiff Archaeology as drafting film, paper and digital records will be deposited with the National Monuments Record Wales, Aberystwyth⁶, or if artefacts are recovered, the National Museum of Wales⁷ or other relevant accredited Museum/Archive. It will be deposited following National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales 2017 (<http://www.welshmuseumsfederation.org/en/news-archive/resources-landing/Collections/national-standard-and-guidance-for-collecting-and-depositing-archaeological-archives-in-wales-2017.html>).

11.6 A digital copy of the reports and archive will be supplied to the regional HER, the LPA and the Royal Commission on the Ancient and Historical Monuments of Wales. All data will be submitted to the relevant archives in accordance with the RCAHMW's Guidance for Digital Archaeological Archives (2015) and the regional HER's Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) (2018).

11.7 The contents of the final reports will be made available in regional and national archaeological journals and publications, as appropriate.

11.8 A final reports detailing the archaeological work undertaken and the results will be forwarded to the client for submission to the Local Planning Authority for approval and discharge of the archaeological planning condition.

⁶ **National Monuments Record Wales**, Ffordd Penglais, Aberystwyth SY23 3BU (01970) 621200

⁷ **National Museum of Wales**, Cathays Park, Cardiff, South Glamorgan CF10 3NP. ☎: (029) 2039 7951

12. Publication

The contents of the final report will be accessible to the public through the regional Historic Environment Record (Heneb/Glamorgan Gwent Archaeology) and published in regional and national archaeological journals and publications (e.g. Archaeology in Wales, Morgannwg) as appropriate. A summary report of the work will be submitted for publication no later than one year after completion of the work and, if necessary, a full report of the findings shall be produced ready for publication within an appropriate regional or national journal within six months of the completion of fieldwork.

A copy of the final report will be deposited with the HER within six months of the completion of the project.

13. Copyright

Cardiff Archaeology retains full copyright of any commissioned reports, tender documents or other project documents under the Copyright, Designs and Patents Act 1988 with all rights reserved excepting that it will provide an exclusive license to the client and his agents to use and reproduce the information contained herein in all matters directly relating to the project.

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Welsh Translation Dai Thomas©dai@cwmni2.cymru www.cwmni2.cymru/

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14. Timescale

14.1 Proposed start of site groundworks: To be advised.

14.2 Cardiff Archaeology makes every effort to issue the final report within two months of completion of site work. Please note delays may be caused by factors beyond the control of Cardiff Archaeology e.g. awaiting pottery results, radio carbon dating results, artefact conservation etc. The client will be informed should any substantial delays occur resulting in a delay with issuing the report. An interim report may be produced, should the project require one, after consultation with the client, agent and/or planning advisors.

15. Insurance

The contractor is fully insured with Towergate Insurance⁸ for the proposed work, details available on request.

16. Health and Safety

The contractor will follow best practice for Health and Safety as defined by the Standing Conference of Archaeological Unit Managers (SCAUM *Health and Safety in Field Archaeology* 1991). Copies of the contractor's Health and Safety Statement, in accordance with the *Health and Safety at Work Act 1974* and a project specific Risk Assessment, in accordance with the *Management of Health and Safety Regulations 1992*, are provided in Appendices 1 & 2.

17. Arbitration

Differences arising out of a contract for this work should be referred for decision in accordance with the Rules of the Chartered Institute of Arbitrators *Arbitration Scheme for the Chartered Institute for Archaeologists*.

18. Contractor & Core Staff

Cardiff Archaeology was established in 2004 to provide a professional archaeological service for the South Wales region from initial project design through to final report and archiving. Cardiff Archaeology will be responsible for the programme of archaeological work and only accredited members of the Chartered Institute for Archaeologists will carry out activities associated with the project. Additional professional consultants and contractors may also be used if appropriate.

The contractor will carry out all works in accordance with the Chartered Institute for Archaeologists *Code of Conduct*, *Code of approved practice for the regulation of contractual arrangements in field archaeology*, *Standards and Guidance for archaeological watching briefs*, and other related by-laws.

Jim Stewart-Turner, PCIfA

An accredited Practitioner of The Chartered Institute for Archaeologists (Membership No.2073) with over 30 years archaeological experience. Previously employed by National Museum Wales, Glamorgan Gwent Archaeological Trust, Gloucester County Council Archaeological Service, Cotswold Archaeological Trust and English Heritage before establishing Cardiff Archaeology in 2004.

Main areas of interest: Roman Archaeology, Military Archaeology of WW1.

CSCS Professionally Qualified Person (Reg. No. 01999902)

Jane Stewart-Turner BA(Hons.) Archaeology, MA Archaeology & Heritage Management, ACIfA

An accredited Associate of The Chartered Institute for Archaeologists (Membership No: 6137) with over 25 years archaeological experience of working for museums, the national Portable Antiquities Scheme and as Community Archaeologist for Cardiff University. Joined Cardiff Archaeology as a partner in 2010.

Main areas of interest: Prehistoric and Environmental Archaeology, Vernacular Architecture of Wales, Community Engagement.

Members of:

The Chartered Institute for Archaeologists (www.archaeologists.net)

The Council for British Archaeology (www.archaeologyuk.org)

The Society for the Protection of Ancient Buildings (www.spab.org.uk)

The Glamorgan History Society (www.glamorganhistory.org)

The Medieval Settlement Research Group (www.medieval-settlement.com)

⁸ **Towergate Insurance** Funtley Court, Funtley Hill, Fareham, Hampshire PO16 7UY ☎ 01329 826 260 www.towergateinsurance.co.uk

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Chartered Institute for Archaeologists: www.archaeologists.net

Creative Commons info@creativecommons.org.

Glamorgan Gwent Archaeology: www.ggat.org.uk

Historic Wales: historicwales.gov.uk

Museum Federation of Wales: www.welshmuseumsfederation.org.uk

Welsh Government: www.wales.gov.uk

Appendix 1Health and Safety Policy Statement

(Health and Safety at Work Act, 1974)

Cardiff Archaeology's Statement of General Policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety at work.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions
- To review this statement and revise this policy as necessary and at regular intervals.

We comply with:

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Fire Safety Orders, Acts and Regulations (dependent on location)

Appendix 2

RISK ASSESSMENT

TASK: Building Recording & Watching Brief during development works at: **Charles Williams Endowed School, School House, High Street, Caerleon, Newport, NP18 1AZ.**

Risk Assessment	
Risk Level	177/600=29.50 % RISK LEVEL LOW
Revised Risk Level	122/600=20.33 % RISK LEVEL LOW
Checked By	Jim Stewart-Turner PCIfA
Position	Partner
Date	14th October 2025

ALL STAFF WILL WEAR APPROPRIATE SAFETY CLOTHING AND SAFETY HEADWEAR ON SITE AT ALL TIMES.
ALL VISITORS TO THE SITE WILL ALSO NEED TO FOLLOW SITE HEALTH AND SAFETY REGULATIONS.

At minimum this will consist of:

- Hi visibility vest or jacket
- Safety helmet
- Safety boots

Additionally safety goggles, gloves and masks will be available on site for all personnel and other PPE if and when required.

Unplanned risks will be immediately reported to all relevant parties.

A HAZARD is the potential to cause harm

0=No Hazard

5=Possible Death

A RISK is the likelihood of a particular event happening

0=Not Likely

5=Very likely

Risk Level

0%-20% Very Low

21%-40% Low

41%-60% Medium

61%-80% High

81% 100% Very high

Hazards highlighted in grey in the following table are considered no risk for this project.

SITE SPECIFIC IDENTIFIED HAZARDS

No identified site specific hazards (e.g. asbestos, hydrocarbons etc) have been brought to the attention of Cardiff Archaeology by the Client, Principal Designer or Principal Contractor at this point. It is expected that the Client, Principal Designer or Principal Contractor will immediately report any issues to Cardiff Archaeology and appropriate action can be mitigated.

Risk Assessment: Table 1

HAZARD (A) SEVERITY OF HAZARD 1-5	RISK LEVEL (B) 1-5	HAZARD RISK ANALYSIS (A x B)	REVISED SEVERITY OF HAZARD(C)	REVISED RISK LEVEL (D)	REVISED HAZARD RISK (C x D)	PLANNED MITIGATING MEASURES
Accident while driving to and from site SEVERITY 5	1	5/25	5	1	5/25	It is the responsibility of the driver to ensure that routine checks such as oil and tyre pressure are carried out and that any defects are reported immediately to the project manager. Drivers are not to drive under the influence of alcohol or any other drug whether medically prescribed or not. Drivers to be aware of the affects of tiredness on driving ability and to arrange to share driving tasks as appropriate.
Objects/debris falling onto personnel SEVERITY 5	2	10/25	5	2	10/25	Safety helmets to be worn properly at all times. Objects likely to fall are to be removed or secured prior to commencement. Personnel must not work below others. Make sure the area is safe to enter.
Moving across uneven or broken ground or wet slippery surfaces or missing or damaged floor surfaces SEVERITY 5	1	5/25	5	1	5/25	Personnel to move with care across surfaces and walk (not run) at all times. Holes and unsafe areas are not to be entered.
Open trenches with unstable sides – may lead to falling into trench, and/or engulfment of personnel within trench SEVERITY 5	1	5/25	5	1	5/25	Personnel must not stand too near edges that look unsafe. Personnel must not go beyond safety fence without supervision.
Excavation of trenches in excess of 1.2m below ground level – possibility of trench collapse and engulfment of personnel SEVERITY 5	1	5/25	5	1	5/25	Excavation sides to be stepped and shored if needed before further work can take place. Access/egress by means of securely fixed ladders. Or if access not possible to record with sketches and photographs only.
Use of mechanical plant to excavate – possibility of injury or death to personnel SEVERITY 5	1	5/25	5	1	5/25	Personnel to wear high-visibility waistcoats, hard hats and protective boots. Personnel to remain in drivers view at all times and alert the driver to their presence. Only one personnel member to guide machine operators.
Spoil storage leading to trench collapse and engulfment of personnel SEVERITY 5	1	5/25	5	1	5/25	Spoil will be temporarily stored at least 1m from the edge of the trench.
Damage to hearing caused by noise from machinery SEVERITY 5	1	2/25	2	1	2/25	Personnel to wear appropriate ear defenders when noisy machinery is in operation.
Live services exposed/ damaged during works SEVERITY 5	1	5/25	5	1	5/25	The location and state of services to be determined before work by Client. Supplies to be disconnected by appropriate authorised personal. Unexpected services found during works should be left exposed and marked until inspected by suitably qualified personnel.
Falling from ladders SEVERITY 5	1	5/25	5	1	5/25	All ladders to be erected carefully, on level ground and according to the instructions of the manufacturer. No work from ladders to be carried out above 3m.
Unauthorised personnel falling into un-fenced trenches SEVERITY 5	1	5/25	5	0	0/25	Open trenches and working easements will be fenced off from the rest of the site in order to prevent unauthorised access to the areas.
Exhaust gases entering and accumulating in confined space SEVERITY 5	1	5/25	5	1	5/25	No engine to be left running in the vicinity of any confined spaces. Site personnel to check for the presence of fumes in confined spaces and ensure that air quality is acceptable before entering that confined space.
Exposure to wet and/or cold weather for extended periods leading to hypothermia SEVERITY 5	1	5/25	5	0	0/25	Staff to wear appropriate warm, waterproof clothing and boots. Staff to ensure colleagues are well.
Unexploded Ordnance SEVERITY 5	1	5/25	5	1	5/25	Site evacuated and bomb disposal <u>Immediately</u> notified.
Anthrax. Exposure to anthrax is unlikely, but may be more likely when encountering stray articulated burials of pigs, cattle, sheep or horses SEVERITY 5	1	5/25	5	0	0/25	Cover all cuts, ensure that high standards of hygiene are maintained. Wear appropriate PPE: type suit, P3 grade disposable respirator, and latex gloves, disposable or washable footwear. Tools and footwear to be cleaned using excess of disinfectant.
Hazardous toxic substances uncovered during works, Specifically Asbestos, Lead and Zinc (see client's report) SEVERITY 5	5	25/25	5	3	15/25	Client to undertake check before work starts. If encountered such substances are to be identified and removed by suitably qualified personnel (i.e. not CAU archaeologists). No other personnel to enter the area until this has been done and approved clearance has been given. Protective clothing (protective disposable suit, facemask, and gloves) to be worn whilst observing groundworks in contaminated areas). Contaminated deposits are NOT to be excavated by hand. Do not smoke or use naked flames on site. Food is only to be eaten in the designated area. Do not eat food on site without washing hands first.
Injury during manual handling of excavated material SEVERITY 5	2	10/25	5	1	5/25	Personnel to use appropriate containers (buckets and wheelbarrows) for handling excavated material and not to overload the containers. Personnel to wear safety hats and safety footwear with protection for toes, heels and soles at all times.
Injuries to personnel working alone SEVERITY 5	2	10/25	5	1	5/25	No CA personnel to work alone. Work should be organised so that no member of personnel is beyond the vision or audible range of others. Ground workers should be made aware of presence of CA personnel on site.
Collection of groundwater within trenches SEVERITY 5	1	5/25	5	0	0/25	Areas filled/partially filled with water are not to be entered.
Wells Disease SEVERITY 5	1	5/25	5	1	5/25	Always wash hands before eating/drinking. Food is only to be eaten in the designated area. Avoid unnecessary contact with eyes, mouth and nose using dirty hands.
Insect attack SEVERITY 5	1	5/25	5	1	5/25	Personnel to be aware of wasp/bee/hornet nests that may be disturbed during groundwork. Site personnel with insect allergy to inform other personnel at beginning of works.
Sharps (contaminated needles etc) SEVERITY 5	1	5/25	5	1	5/25	Client to undertake check before work starts. If encountered such substances are to be identified and removed by suitably qualified personnel (i.e. not CA archaeologists).
Broken glass & other sharps SEVERITY 5	2	10/25	5	2	10/25	CA personnel to wear appropriate protective gloves in handling broken glass etc. Broken glass & sharps should be avoided whenever possible.
Covid 19 Exposure SEVERITY 5	5	25/25	5	2	10/25	CA personnel to wear appropriate appropriate PPE, Hand washing/Anti bacterial wash
	36	177/600	600	25	122/600	

Appendix 3

Data Management Plan	
Site Address	Charles Williams Endowed School, School House, High Street, Caerleon, Newport, NP18 1AZ
Site Code	CWE25
Report Number	WSHEM/841/25
Project Number	293/25
Planning Application Number	25/0539
Planning Authority	Newport City Council
Historic Environment Record Number	9229
Regional Archaeological Trust	HENEB/Glamorgan Gwent Archaeology
Heneb/GGA Reference	NEW1700/HB
Cadw Reference Number	
NPRN	31952
Data Collection Officers	Jane Stewart-Turner BA (Hons) MA ACIfA & Jim Stewart-Turner PCIfA
Documentation & Metadata	Instigation of unique site database and incorporation into Cardiff Archaeology Archive database. Paper copies of data information accompany hard disc/CD archive.
Ethics & legal Compliance	No information reproduced without copyright and IPR established and obtained
Storage & Backup	All data stored on company PC, external backup and copied to CD.
Selection and Preservation	Data deposited as part of archive to NMW and appropriate HER & LPA Archive updated and data transfer as technological advances dictates.
Data Sharing & Accessibility	Data deposited with HER for public access.
Data Responsible Officer	Jim Stewart-Turner PCIfA

Appendix 4

Timeline

Palaeolithic

The earliest division of the prehistoric period, from the first evidence of tool making by humans to the final retreat of glacial ice from Britain. It is dated circa 500,000 to circa 10,000 BC.

Mesolithic

A chronological division of the prehistoric period spanning the period from the end of the last ice age to the introduction of farming. It is dated between circa 10,000 and circa 4,000 BC.

Neolithic

A chronological division of the prehistoric period during which agriculture and domestic animals were introduced to Britain. It is dated circa 4,500 to circa 2,300 BC.

Bronze Age

A chronological division of the prehistoric period, which sees the introduction of copper and the eventual widespread adoption of bronze for use in weapons, jewellery etc. In Britain it is dated between circa 2300 and 700 BC.

Iron Age

The period after the Bronze age and before the Roman Occupation circa 500 BC to 55 AD.

Roman

Period when Britain was ruled by Rome circa 45 - 410 AD.

Romano-British

Term used to describe a fusion of indigenous late Iron Age traditions with Roman culture.

Early Medieval

The period between the break down of Roman rule and the Norman invasion (circa 410 to 1070 AD).

Medieval

The period after the Norman invasion nominally finishing at the Battle of Bosworth and the commencement of the reign of Henry VII (1066 to 1485 AD).

Post-Medieval

Period between 1485 and 1900 AD.

Modern

The period since 1900 AD.

Glossary of Terms

Archaeological Contractor

A professionally qualified individual or an organisation containing professionally qualified archaeological staff, able to offer an appropriate and satisfactory treatment of the archaeological resource, retained by the developer to carry out archaeological work either prior to the submission of a planning application or as a requirement of the planning process. A list of appropriate Archaeological Contractors available for work in Wales has been prepared by the Welsh Archaeological Trusts and is available on request from any of the regional archaeological curators.

Archaeological Curator

A person, or organisation, responsible for the conservation and management of archaeological evidence by virtue of official or statutory duties. In Wales the archaeological advisors to the Local Planning Authorities are the Planning Services departments of the Regional Archaeological Trusts, all of whom work to the Welsh Archaeological Trust's Curators' Code of Practice. In south-east Wales the 12 Unitary Councils are served by The Planning Services Division of the Glamorgan-Gwent Archaeological Trust.

Archive

An ordered collection of all documents and artefacts from an archaeological project, which at the conclusion of the work should be deposited at a public repository, such as the local museum or national records office.

Appraisal

An appraisal is a rapid reconnaissance of site and records to identify whether a development proposal has a potential archaeological dimension requiring further clarification.

Assessment

A desk-based assessment is a detailed consideration of the known or potential archaeological resource within a specified area or site (land-based, intertidal or underwater), consisting of a collation of existing written and graphic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional or national context as appropriate.

Bailey

A fortified enclosure, particularly the outer court of an earthwork castle, sometimes used for a walled enclosure carrying out the same function in later castles.

Brief

An outline framework of the archaeological situation, which has to be addressed, together with an indication of the scope of the works that will be required.

Cadw: Welsh Ancient Monuments

An executive agency of the Welsh Assembly: Cadw are responsible for the planning issues which affect statutorily protected ancient monuments and buildings. They also grant aid repairs to historic buildings and monuments and manage ancient monuments which are in direct State care.

Cantref

An administrative sub-division of an early medieval Welsh kingdom.

Causewayed Enclosure

Enclosure consisting of one or more concentric circular ditches, interrupted by "causeways". Ditch terminals often contain "ritual" deposits of animal/human remains. Generally interpreted as Early Neolithic ritual meeting places. Example: Windmill Hill

Evaluation

A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site; and, if present, defines their character and extent, and relative quality. It enables an assessment of their worth in a local, regional, national or international context as appropriate. The programme of work will result in the preparation of a report and ordered archive.

Henge

A large circular/oval enclosure consisting of a bank with an internal ditch often of massive construction. Enclosures usually have one or two entrances. Interpreted as later Neolithic/ early Bronze Age ritual meeting places succeeding causewayed enclosures. Examples: Stonehenge phase 1, Avebury phase 1.

Moated Site

A medieval manor house, parsonage, or grange enclosed by a wide wet moat, usually square or rectangular. Larger moated sites may have been constructed to protect subsidiary areas such as gardens, and orchards

Motte

A flat topped and steep sided mound formerly supporting a palisaded timber tower. Either entirely artificial or formed by scarping and re-shaping natural features. It can have an associated bailey; it constitutes the most common form of Norman castle.

Murage Grant

A local medieval tax to provide money to pay for town defences to be built.

Natural

Archaeological term for undisturbed natural geology on a site.

NGR

National Grid Reference

Reen

Water management ditch to convey or store water

Ring Cairn

A broad class of monuments usually consisting of a circular bank and ditch, often including one or more rings of standing stones and also frequently with a central stone burial cist. Once interpreted as burial cairns, it is now believed that human remains are secondary "ritual" deposits and that these sites had a primarily ritual purpose.

Risk Assessment

A document prepared to meet the requirements of The Management of Health and Safety at Work Regulations 1992 assessing all risks to the health and safety of employees and others arising from a work activity.

Ringwork

A circular or oval fortification enclosed by an earthen rampart. This generic term applies to a range of such earthworks attributable to many periods. Medieval earthwork castles of this type are also referred to as Castle Ringworks.

Historic Environment Record (HER)

A documentary record of known sites in a given area. In south-east Wales the SMR is curated by the Curatorial Division of the Glamorgan-Gwent Archaeological Trust.

Specification

A written schedule of works required for a particular project (by a curator, planning archaeologist or client), set out in sufficient detail to be quantifiable, implemented and monitored. Normally prepared by or agreed with the relevant curator.

Watching Brief

An archaeological watching brief is defined as a programme of observation, investigation and recording conducted during any operation carried out for non-archaeological reasons within a specified area or site, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme of work will result in the preparation of a report and ordered archive.

Welsh Archaeological Trusts

There are 4 Welsh Archaeological Trusts, Clwyd-Powys, Dyfed, Gwynedd and Glamorgan-Gwent. The Trusts were established between 1974 and 1975 in order to carry out rescue archaeological work in Wales. The Trusts are now divided into Contracts and Curatorial Divisions. . They are all charities but are also limited companies.

Appendix 5**Specialist Consultants and Contractors****Conservation X-Radiography & Materials Analysis**

Cardiff Conservation Services:

Mr Phil Parkes

Position: Senior Conservator

029 208 75628 parkes@cardiff.ac.uk

Portable Antiquities

Mark Lodwick

Department of History & Archaeology, Amgueddfa Cymru, National Museum Wales, Cathays Park, Cardiff CF10 3NP

0292057 3226 mark.lodwick@museumwales.ac.uk

Geophysics & Metallurgy

Dr Tim Young

GeoArch, Unit 6, Western Industrial Estate, Caerphilly, CF83 1BQ,

029 20881431 Tim.Young@GeoArch.co.uk

Osteoarchaeology

Cardiff School of History, Archaeology and Religion

02920874247 mulvilleja@cardiff.ac.uk

Specialist Archaeological Photography

Adam Stanford

Aerial-Cam Limited

Harrowfields, Eckington WR10 3BA

07815007128 adam@aerial-cam.co.uk

Dendrochronology

Professor Nigel Nayling

University of Wales Trinity Saint David, Archaeology and Anthropology Department.

01570424904 n.nayling@tsd.uwtsd.ac.uk

Radiocarbon Dating

RCD Laboratory Queens University Belfast

Archaeology & Palaeoecology Building, Queen's University Belfast, 42 Fitzwilliam Street, Belfast BT9 6AX.

Archaeomagnetic Dating

Geoquest Associates, County Durham

Rockside, Dreemskerry, Maughold, Isle of Man, IM7 1BL.

01624 819364 rockside@manx.ne

Environmental

Environmental samples will be prepared by Cardiff Archaeology analysed by Bournemouth University Environmental Archaeology Service.