



Black Rock Road, Portskewett Gwent

Written Scheme of Investigation for Historic Building Recording and
Archaeological Watching Brief

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Black Rock Road, Portskewett Gwent

Written Scheme of Investigation for Level 1 Historic Building Recording and Archaeological Watching Brief

1 INTRODUCTION

1.1 Project background

1.1.1 Wessex Archaeology has been commissioned by Dynasafe BACTEC Ltd., on behalf of Dŵr Cumry Cyf ('the client'), to produce a written scheme of investigation (WSI) for proposed historic building recording and archaeological watching brief during urgent reactive works to the Gwent SECS foul water main. The works to be monitored comprise a 0.7 km long pipeline, centred on NGR 50959 188298 (ST 50959 88298), at Black Rock Road, Portskewett, Gwent, NP26 5TW (**Fig. 1**).

1.2 Scope of document

1.2.1 This WSI sets out the aims of the historic building recording and watching brief, and the methods and standards that will be employed. In format and content, it conforms to current best practice, as well as to the guidance in *Management of Research Projects in the Historic Environment* (MoRPHE, Historic England 2015) and the Chartered Institute for Archaeologists' (CIfA) *Standard and guidance for an archaeological watching brief* (CIfA 2014a).

1.2.2 This document will be submitted to the Archaeological Planning Officer, archaeological advisor to the Local Planning Authority (LPA), for approval, prior to the start of the watching brief.

1.3 Location, topography and geology

1.3.1 The proposed archaeological work is located on agricultural land to the south of the Gloucester–Newport railway line, in Portskewett, Gwent. The eastern end of the pipeline starts adjacent to the railway line, then loops southwards, crossing a disused railway cutting and Black Rock Road to the south of Aust Farm. To the west of Black Rock Road, the pipeline loops back to the west, then follows the south-west alignment of the Gloucester–Newport railway line.

1.3.2 Topographically, the pipeline is situated on slightly elevated land that overlooks the Caldicot Levels and the Severn Estuary to the east. Existing ground levels range between 8 m aOD and 17 m aOD.

1.3.3 The underlying geology is mapped as Triassic Sandstone and Mudstone of the Mercia Mudstone Group, which is overlain by superficial deposits of Quaternary river terrace deposits of sand and gravel towards the eastern end of the pipeline (British Geological Survey online viewer).



2 ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1 Introduction

2.1.1 The archaeological and historical background is drawn from a desk-based assessment (DBA) of an adjacent site (Wessex Archaeology 2015). A summary of the results is presented below, with relevant Primary Record Number (PRN) numbers from the Glamorgan Gwent Archaeological Trust Historic Environment Record (GGATHER). Scheduled Monuments are listed by their Cadw reference number, which is prefixed MM. Finds reported to the Portable Antiquities Scheme (PAS) are listed by their reference number. Additional sources of information are referenced, as appropriate.

2.2 Archaeological and historical context

Prehistoric

- 2.2.1 Heston Brake chambered tomb (MM018; PRN01147g; PRN09715g;) is a Neolithic long barrow, situated 450 m to the north-west of the proposed pipeline.
- 2.2.2 Prehistoric worked flint has also been found in several locations between 350 m and 650 m to the north-west of the pipeline (PRN04269g; PAS2009.136.5; PAS2009.136.13-2009.136.17) A barbed and tanged
- 2.2.3 Evidence of later prehistoric activity comprises Sudbrook Camp (MM048), an Iron Age promontory fort, situated 0.9 km to the south of the proposed pipeline, and a Late Iron Age coin (PAS2009.113.1), which was found 0.3 km to the south-east of the site.

Romano-British

- 2.2.4 Sudbury Camp (MM048) was occupied until at least the 1st or 2nd century AD, and may have served as a port or trading post. There was also a Roman road (PRN07761g; RR60aa) between Sudbury Camp and the main highway between the Roman towns of *Venta Silurum* (Caerwent) and *Glevum* (Gloucester). Further Romano-British settlement remains have been found along the line of this road at Portskewett Primary School and Sudbrook School (E003500; E001038; Brett, Holbrook and McSloy 2009), both approximately 1 km to the west of Black Rock Road.
- 2.2.5 There is another postulated Roman road and possible port on the foreshore at Black Rock. Many Roman coins and pieces of other metalwork been found in this location, which is situated 380 m to the south-east of the pipeline route (PRN01148g; PRN01153g; PRN07614g; 05800g). The PAS also records numerous Roman coins and other metal objects that have been found in a broad spread, between 350 m and 1 km to the north-west of the pipeline.

Early medieval

- 2.2.6 From the 5th century AD to 1063, Portskewett formed part of the Kingdom of Gwent. In 942 Gwent and the neighbouring kingdom of Glywysing were united as the Kingdom of Morgannwg, but the kingdoms separated following the death of Morgan Hen in 974. Gwent was invaded by King Canute in 1034 and was conquered by Gruffydd ap Llewelyn in 1055, as he extended his control over the whole of Wales.
- 2.2.7 Portskewett is mentioned in several early medieval documents, and is often referred to as a port. There is also documentary evidence for the existence of pre-Norman *llys* (Royal court) of the Kings of Gwent, which may have been situated in Portskewett.



- 2.2.8 Archaeological remains of this period comprise a flexed inhumation burial dating from the 7th/8th-century AD, which was found during an excavation at Sudbrook School (E003500; E001038; Cotswold Archaeology 2009, 1), approximately 1 km to the west of the pipeline.
- 2.2.9 In 1063, the Kingdom of Gwent was conquered by the Saxon lord, Harold Godwinson (later King Harold II), who built a hunting lodge at Portskewett: it was destroyed by Prince of Glywysing, Caradog ap Gruffydd in 1065. Harold's House (MM029), which is situated approximately 1 km to the west of the proposed pipeline, is a Scheduled Monument thought to be the site of King Harold's hunting lodge.

Medieval

- 2.2.10 Excavations at Harold's House (MM029) uncovered the remains of a medieval manor house associated with the Deneband family, who are recorded as holders of the Manor of Portskewett in 1270. The manor house was demolished in the 15th century.
- 2.2.11 The manor house is close to the parish church of St Mary's, which may have originated as a private chapel. The church itself has Norman origins, with 14th-century and later additions (PRN00506g and PRN08244g).
- 2.2.12 There is another medieval manor house, church and deserted medieval settlement at Sudbrook Camp (PRN01149g and PRN03311g) and there is a medieval mill site (PRN04774g), slightly further to the north. Medieval coins and metalwork have also been found in the fields to the north and west of the pipeline route.

Post-medieval and 19th century

- 2.2.13 Sudbrook and Portskewett were both small settlements in the post-medieval period. Main Road, Black Rock Road, and a ferry slip at Black Rock (PRN01152g) were all extant by the early 19th century.
- 2.2.14 The 1841 tithe map and accompanying apportionment, shows the route of the pipeline as agricultural land belonging to Charles James Lewis Esq. and the Rev. Freak Lewis.
- 2.2.15 In 1846, the Bristol and South Wales Union Line of the Great Western Railway (GWR) was constructed to provide a link across the Severn Estuary via a wooden ferry pier at Black Rock (PRN03683g). The route of the former GWR railway crosses the pipeline route immediately to the east of Black Rock Road.
- 2.2.16 The opening of the Chepstow Railway Bridge in 1852, provided a new rail route (formerly the South Wales Division of the GWR, now the Gloucester–Newport line) between England and Wales; this reduced the traffic using the ferry at Black Rock. The opening of the Severn Tunnel in 1886, sealed the ferry pier's fate and it was demolished soon after.
- 2.2.17 The 1886/7 OS 1:2500 plan shows a row of houses adjacent to the Bristol and South West Union Railway; these are named as 'Blackrock Cottages' on later plans. These cottages were extant in 1920, but had been demolished by 1965. The remains of these cottages survive as upstanding walls that will be removed during the construction of the pipeline
- 2.2.18 In the mid-20th century, Portskewett gradually expanded and new streets were laid out to the south of Main Road, but the area to the south of the Gloucester–Newport railway line remained largely agricultural. The most significant modern development in the area is the Second Severn Crossing, which was constructed in 1992–6, 1.5 km to the south of the pipeline scheme.



3 AIMS AND OBJECTIVES

3.1 Historic Building Record

Aims

3.1.1 The aims or purpose of a historic building record, in line with the ClfA' *Standard and guidance for archaeological investigation and recording of standing buildings or structures* (ClfA 2014b) and Historic England's *Understanding Historic England: a guide to good practice* (Historic England 2016), are to:

- Establish the character, history, dating, form and development of a specified building or structure
- Provide a better understanding of the building or structure (where possible within the confines of the works), compile a lasting record, analyse the findings/record and then disseminate the results.

Objectives

3.1.2 The aims will be achieved by making a descriptive record of Blackrock Cottages commensurate with the requirements of a Historic England Level 1 (visual) record.

3.1.3 The recorded data from the building record will be made publicly available via the resulting report (and if warranted, publication) and the project archive.

3.2 Watching Brief

Aims

3.2.1 The aims (or purpose) of the watching brief, as defined in the ClfA' *Standard and guidance for an archaeological watching brief* (ClfA 2014a) are:

- 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 the development or other works;
- 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; and
- To guide, not replace, any requirement for contingent excavation or preservation of possible deposits.

Objectives

3.2.2 To achieve the above aims, the objectives of the watching brief are:

- To determine the presence or absence of archaeological features, deposits, structures, artefacts or ecofacts within the specified works area;
- To record and establish, within the constraints of the works, the extent, character, date, condition and quality of any surviving archaeological remains (a preservation by record);
- To place any identified archaeological remains within a wider historical and archaeological context in order to assess their significance; and



- To make available information about the archaeological resource on the site by preparing a report on the results of the watching brief.

4 METHODS

4.1 Historic Building Record

Introduction

- 4.1.1 The upstanding remains of Blackrock Cottages will be recorded to Historic England Level 1 (visual) standard. The specific methods that will be used to achieve this level of building record are outlined below.

Documentary research

- 4.1.2 Historic map evidence will be consulted to place the recorded building remains within their historic context, but no further documentary research will be undertaken.

Written record

- 4.1.3 A written record, commensurate with the requirements of a Historic England Level 1 record (Historic England 2016), will be made of the surviving remains of the buildings. The written record will also include a brief description, commensurate with the requirements of a Historic England Level 1 record.

Photographic record

- 4.1.4 A photographic record will be completed to the level required for a Historic England Level 1 survey (Historic England 2016), and will comprise:

- External and internal appearance. Typically comprising a series of oblique views to show all elevations of the building if possible, and give an overall impression of its size and shape. Photographs will be taken at right-angles to the plane of elevation if necessary to record complex historical information.
- The overall appearance of the building's setting
- Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use
- Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building.

- 4.1.5 The photographic record will comprise high-quality digital format taken with a Canon EOS 5D MkII or MkIII full frame digital camera (with minimum of 21 megapixel capability) All photography will comply with Historic England guidance (Historic England 2016).

- 4.1.6 A photographic scale of an appropriate size will be included in all general and detailed views. The location and direction of photographic views will be recorded on copies of the survey plan (below). Accompanying photographic registers will record, as a minimum, the direction of the view and a brief description of the subject and location.

- 4.1.7 The full photographic record, together with annotated plans and photographic registers, form part of the project archive. Selected images from the photographic record will be used to illustrate the report. The report figures will include plans showing the location of photographic plates used in the report.



Survey and drawn record

- 4.1.8 The surviving upstanding remains of Blackrock Cottages will be surveyed to provide a base plan for the historic building record (see survey methods below).

4.2 Watching brief

Introduction

- 4.2.1 All works will be undertaken in accordance with the detailed methods set out within this WSI. Any significant variations to these methods will be agreed in writing with the Archaeological Planning Officer and the client, prior to being implemented.

- 4.2.2 Dependant on the construction methodology employed, the watching brief will monitor either topsoil stripping and/or the excavation of the pipeline trench.

Service location and other constraints

- 4.2.3 The client and/or their principal contactor will be responsible for the identification and protection of any above- and below-ground services within the watching brief area/s. The client and/or their principal contactor will also be responsible for informing Wessex Archaeology of, and delimiting, any other areas of environmental, ecological or other constraints.

Watching brief methods

- 4.2.4 The watching brief will be undertaken by at least one archaeologist, subject to the number of site operations being carried out at any one time. All mechanical excavation will, where possible, be undertaken using a toothless ditching bucket, and will be constantly monitored by the watching archaeologist.
- 4.2.5 Without causing unnecessary delay to the groundwork programme, the archaeologist may ask for the groundwork to be temporarily halted whilst investigations are carried out. If appropriate, areas of archaeological interest will be defined and suitably protected in advance of their investigation and recording.
- 4.2.6 Where necessary, the surface of archaeological deposits will be cleaned by hand. A sample of the archaeological features and deposits identified will be hand-excavated and recorded, sufficient to address the aims of the watching brief. Spoil derived from both machine stripping and hand-excavation will be visually scanned for the purposes of finds retrieval, and where appropriate will also be metal-detected by trained archaeologists. Artefacts and other finds will be collected and bagged by context.
- 4.2.7 If extensive, complex or well-preserved archaeological remains are identified, for which the scope of the approved watching brief WSI is insufficient, the watching archaeologist will halt the groundwork, delimit the area of archaeological interest, and report immediately to the Wessex Archaeology project manager. Wessex Archaeology will then inform the groundwork contractor, the client and the Archaeological Planning Officer, as a contingent excavation or revised strategy may be required. The programme, and additional resources, for any contingent excavation will be agreed with the client. Accordingly, this WSI will need revising before any further fieldwork proceeds – the revised WSI will need the approval of the Archaeological Planning Officer, on behalf of the LPA.
- 4.2.8 If human remains are uncovered, the specific methods outlined below (section 4.7.2) will be followed.



4.3 Recording

- 4.3.1 All exposed archaeological deposits and features will be recorded using Wessex Archaeology's pro forma recording system.
- 4.3.2 A complete drawn record of excavated archaeological features and deposits will be made. This will include plans and sections, drawn to appropriate scales (generally 1:20 or 1:50 for plans, 1:10 for sections) and tied to the Ordnance Survey (OS) National Grid. The Ordnance Datum (OD: Newlyn) heights of all principal features will be calculated (as defined by OSGM15 and OSTN15) and the levels added to the drawings.
- 4.3.3 A full photographic record will be made using digital cameras equipped with an image sensor of not less than 10 megapixels. This will record both the detail and the general context of the principal features and the site as a whole. Digital images will be subject to managed quality control and curation processes which will embed appropriate metadata within the image and ensure long term accessibility of the image set.

4.4 Survey

- 4.4.1 The real time kinematic (RTK) survey of all archaeological features will be carried out using a Leica GNSS connected to Leica's SmartNet service. All survey data will be recorded in OS National Grid coordinates and heights above OD (Newlyn), as defined by OSGM15 and OSTN15, with a three-dimensional accuracy of at least 50 mm.
- 4.4.2 If, due to unforeseen circumstances, it is not possible to survey using survey equipment prior to the destruction of the material, archaeological features will be located to either client plans that are related to OS mapping or structures/features that appear on OS mapping. This will be achieved using hand-held measuring tapes and the basic principles of triangulation.

4.5 Monitoring

- 4.5.1 The client will inform the Archaeological Planning Officer of the start of the watching brief and its progress. Reasonable access will be arranged for the Archaeological Planning Officer to make site visits in order to inspect and monitor the progress of the watching brief. Any variations to the WSI, if required to better address the project aims, will be agreed in advance with the client and the Archaeological Planning Officer.

4.6 Finds

General

- 4.6.1 All archaeological finds from excavated contexts will be retained, although those from features of modern date (19th century or later) may be recorded on site and not retained. Where appropriate, soil samples may be taken and sieved to aid in finds recovery. Any finds requiring conservation or specific storage conditions will be dealt with immediately in line with *First Aid for Finds* (Watkinson and Neal 1998).

Human remains

- 4.6.2 Any human remains (articulated or disarticulated, cremated or unburnt) discovered, will be left *in situ*, covered and protected. A Ministry of Justice licence will be obtained by Wessex Archaeology before any further excavation (including where remains are to be left *in situ*). Following discussions with the client and the Archaeological Planning Officer, and with advice from Wessex Archaeology's osteoarchaeologist, the need for and appropriateness of their excavation/removal or sampling as part of the watching brief will be determined.

Where deemed appropriate, the human remains will be fully recorded, excavated and removed from the site in compliance with the terms of the Ministry of Justice licence.

- 4.6.3 Any excavation and post-excavation processing of human remains will be undertaken in accordance with Wessex Archaeology protocols, and in line with current guidance documents (eg, McKinley 2013) and ClfA standards (McKinley and Roberts 1993). Appropriate specialist guidance will be provided by Wessex Archaeology's osteoarchaeologist, with site visits undertaken if required. The final deposition of human remains, following analysis, will be in accordance with the terms of the Ministry of Justice licence.

Treasure

- 4.6.4 Wessex Archaeology will immediately notify the client and the Archaeological Planning Officer on discovery of any material covered, or potentially covered, by the *Treasure Act 1996* (as amended by *The Coroners and Justice Act 2009*). All information required by the *Treasure Act* (ie, finder, location, material, date, associated items etc.) will be reported to the Coroner within 14 days.

4.7 Environmental sampling

- 4.7.1 All sampling will be undertaken following Wessex Archaeology's in-house guidance, which adheres to the principles outlined in Historic England's guidance (English Heritage 2011 and Historic England 2015).
- 4.7.2 Bulk environmental soil samples, for the recovery of plant macrofossils, wood charcoal, small animal bones and other small artefacts, will be taken as appropriate from well-sealed and dateable contexts or features. In general, features directly associated with particular activities (eg, pits, latrines, cesspits, hearths, ovens, kilns, and corn driers) should be prioritised for sampling over features, such as ditches or postholes, which are likely to contain reworked and residual material.
- 4.7.3 If waterlogged or mineralised deposits are encountered, an environmental sampling strategy will be devised and agreed with the Archaeological Planning Officer as appropriate. Specialist guidance will be provided by a member of Wessex Archaeology's geoarchaeological and environmental team, with site visits undertaken if required.
- 4.7.4 Any samples will be of an appropriate size – typically 40 litres for the recovery of environmental evidence from dry contexts, and 10 litres from waterlogged deposits.
- 4.7.5 Following specialist advice, other sampling methods such as monolith, Kubiena or contiguous small bulk (column) samples may be employed to enable investigation of deposits with regard to microfossils (eg, pollen, diatoms) and macrofossils (eg, molluscs, insects), soil micromorphological or soil chemical analyses.

5 POST-EXCAVATION METHODS AND REPORTING

5.1 Historic Building Record

- 5.1.1 The results of historic building record will be collated and presented in the final report (see reporting below).

5.2 Watching brief

Stratigraphic evidence

- 5.2.1 All written and drawn records from the watching brief will be collated, checked for consistency and stratigraphic relationships. Key data will usually be transcribed into an Access database, which can be updated during any further analysis. The watching brief will be preliminary phased using stratigraphic relationships and the spot dating from finds, particularly pottery.
- 5.2.2 A written description will be made of all archaeologically significant features and deposits that were exposed and excavated, ordered by period and/or feature group as appropriate.

Finds evidence

- 5.2.3 All retained finds will, as a minimum, be washed, weighed, counted and identified. They will then be recorded to a level appropriate to the aims and objectives of the watching brief. The report will include a table of finds by feature/context.
- 5.2.4 Metalwork from stratified contexts will be X-rayed and, along with other fragile and delicate materials, stored in a stable environment. The X-raying of objects and other conservation needs will be undertaken by Wessex Archaeology in-house conservation staff, or by another approved conservation centre.
- 5.2.5 Finds will be suitably bagged and boxed in accordance with the guidance given by the relevant museum and generally in accordance with the standards of the ClfA (2014b).

Environmental evidence

- 5.2.6 Bulk environmental soil samples will be processed by standard flotation methods and scanned to assess the environmental potential of deposits. The flot will be retained on a 0.25 mm mesh, with residues fractionated into 5.6/4 mm, 2 mm, 1 mm and 0.5 mm and dried if necessary. Coarse fraction (>5.6/4 mm) will be sorted, weighed and discarded, with any finds recovered given to the appropriate specialist. Finer residues will be retained until after any analyses, and discarded following final reporting (in accordance with the selection policy, section 6.4).
- 5.2.7 In the case of samples from cremation-related deposits the flots will be retained on a 0.25 mm mesh, with residues fractionated into 4 mm, 2 mm and 1 mm. In the case of samples from inhumation deposits, the sample will be artefact sieved through 9.5 mm and 1 mm mesh sizes. The coarse fractions (9.5 mm) will be sorted with any finds recovered given to the appropriate specialist together with the finer residues.
- 5.2.8 Any waterlogged or mineralised samples will be processed by standard waterlogged flotation methods.

5.3 Reporting

- 5.3.1 Following the completion of the recording work on site and the assessment of the data, a draft report will be submitted for approval to the client and the Archaeological Planning Officer, for comment. Once approved, a final version will be submitted.
- 5.3.2 The report will include the following elements:
- Non-technical summary;
 - Project background;



- Archaeological and historical context;
- Aims and objectives;
- Methods;
- A description of Blackrock Cottages, commensurate with the requirements of a Level 1 record (Historic England 2016);
- Watching Brief results – stratigraphic, finds and environmental;
- Conclusions in relation to the project aims and objectives, and discussion in relation to the wider local, regional or other archaeological contexts and research frameworks etc;
- Archive preparation and deposition arrangements;
- Appendices;
- Illustrations; and
- References.

5.3.3 A copy of the final report will be deposited with the HER, along with surveyed spatial digital data (.dxf or shapefile format) relating to watching brief.

Publication

5.3.4 If no further excavation works are undertaken, a short report on the results of the watching brief will be prepared for publication in a suitable journal, if considered appropriate and agreed with the client and the Archaeological Planning Officer.

OASIS

5.3.5 An OASIS online record (<http://oasis.ac.uk/pages/wiki/Main>) will be created, with key fields completed, and a .pdf version of the final report submitted. Subject to any contractual requirements on confidentiality, copies of the OASIS record will be integrated into the relevant local and national records and published through the Archaeology Data Service ArchSearch catalogue.

6 ARCHIVE STORAGE AND CURATION

6.1 Museum

6.1.1 It is recommended that the project archive resulting from the watching brief be deposited with Monmouthshire Museum Service. Provision has been made for the cost of long-term storage in the post-fieldwork costs. The museum will receive notification of the project prior to fieldwork commencing, and an accession number will be obtained.

6.2 Transfer of title

6.2.1 On completion of the watching brief (or extended fieldwork programme), every effort will be made to persuade the legal owner of any finds recovered (ie, the landowner), with the exception of human remains and any objects covered by the *Treasure Act 1996 (as amended by the Coroners and Justice Act 2009)*, to transfer their ownership to the museum in a written agreement.

6.3 Preparation of archive

6.3.1 The complete archive, which may include paper records, graphics, artefacts, ecofacts and digital data, will be prepared following the standard conditions for the acceptance of



excavated archaeological material by Monmouthshire Museum Service, and in general following nationally recommended guidelines (SMA 1995; ClfA 2014c; Brown 2011; ADS 2013). The archive will usually be deposited within one year of the completion of the project, with the agreement of the client.

6.4 Selection policy

6.4.1 Wessex Archaeology follows national guidelines on selection and retention (SMA 1993; Brown 2011, section 4). In accordance with these, and any specific guidance prepared by the museum, a process of selection and retention will be followed so that only those artefacts or ecofacts that are considered to have potential for future study will be retained. The selection policy will be agreed with the museum, and fully documented in the project archive. Material not selected for retention may be used for teaching or reference collections by the museum, or by Wessex Archaeology.

6.5 Security copy

6.5.1 In line with current best practice (eg, Brown 2011), on completion of the project a security copy of the written records will be prepared in the form of a digital PDF/A file. PDF/A is an ISO-standardised version of the Portable Document Format (PDF) designed for the digital preservation of electronic documents through omission of features ill-suited to long-term archiving.

7 OUTREACH AND SOCIAL MEDIA

7.1.1 In line with its charitable aims, Wessex Archaeology will, where possible and in consultation with the client, seek opportunities to disseminate the results of the watching brief and engage with the local community through social media, press releases, open days and volunteer involvement, while taking into account issues such as Health & Safety, confidentiality and vandalism.

8 COPYRIGHT

8.1 Archive and report copyright

8.1.1 The full copyright of the written/illustrative/digital archive relating to the project will be retained by Wessex Archaeology under the *Copyright, Designs and Patents Act 1988* with all rights reserved. The client will be licenced to use each report for the purposes that it was produced in relation to the project as described in the specification. The museum, however, will be granted an exclusive licence for the use of the archive for educational purposes, including academic research, providing that such use conforms to the *Copyright and Related Rights Regulations 2003*. In some instances, certain regional museums may require absolute transfer of copyright, rather than a licence; this should be dealt with on a case-by-case basis.

8.2 Third party data copyright

8.2.1 This document, the watching brief report and the project archive may contain material that is non-Wessex Archaeology copyright (eg, Ordnance Survey, British Geological Survey, Crown Copyright), or the intellectual property of third parties, which Wessex Archaeology are able to provide for limited reproduction under the terms of our own copyright licences, but for which copyright itself is non-transferable by Wessex Archaeology. Users remain bound by the conditions of the *Copyright, Designs and Patents Act 1988* with regard to multiple copying and electronic dissemination of such material.



9 WESSEX ARCHAEOLOGY PROCEDURES

9.1 External quality standards

9.1.1 Wessex Archaeology is registered as an archaeological organisation with the Chartered Institute for Archaeologists (CIfA) and fully endorses its *Code of conduct* (CIfA 2014d) and *Regulations for professional conduct* (CIfA 2014e). All staff directly employed or subcontracted by Wessex Archaeology will be of a standard approved by Wessex Archaeology, and archaeological staff will be employed in line with the CIfA codes of practice, and will normally be members of the CIfA.

9.2 Personnel

9.2.1 The fieldwork will be directed and supervised by an experienced archaeologist from Wessex Archaeology's core staff, who will be on site at all times for the length of archaeological fieldwork as required. The overall responsibility for the conduct and management of the project will be held by one of Wessex Archaeology's project managers, who will visit the fieldwork as appropriate to monitor progress and to ensure that the scope of works is adhered to. Where required, monitoring visits may also be undertaken by Wessex Archaeology's Health and Safety manager. The appointed project manager and fieldwork director will be involved in all phases of the investigation through to its completion.

9.2.2 The analysis of any finds and environmental data will be undertaken by Wessex Archaeology core staff or external specialists, using Wessex Archaeology's standard methods, under the supervision of the departmental managers and the overall direction of the project manager. A complete list of finds and environmental specialists can be provided on request.

9.2.3 The following key staff are proposed:

- Project Manager Matt Williams
- Fieldwork Director Cai Mason

9.2.4 Wessex Archaeology reserves the right, due to unforeseen circumstances (eg, annual leave, sick leave, maternity, retirement etc) to replace nominated personnel with alternative members of staff of comparable expertise and experience.

9.3 Internal quality standards

9.3.1 Wessex Archaeology is an ISO 9001 accredited organisation (certificate number FS 606559), confirming the operation of a Quality Management System which complies with the requirements of ISO 9001:2008 – covering professional archaeological and heritage advice and services. The award of the ISO 9001 certificate, independently audited by the British Standards Institution (BSI), demonstrates Wessex Archaeology's commitment to providing quality heritage services to our clients. ISO (the International Organisation for Standardisation) is the most recognised standards body in the world, helping to drive excellence and continuous improvement within businesses.

9.3.2 Wessex Archaeology operates a computer-assisted project management system. Projects are assigned to individual project managers who are responsible for the successful completion of all aspects of the project. This includes monitoring project progress and quality; controlling the project budget from inception to completion; and all aspects of Health and Safety for the project. At all stages the project manager will carefully assess and monitor performance of staff and adherence to objectives, timetables and budgets, while the manager's performance is monitored in turn by the team leader or regional director.



- 9.3.3 All work is monitored and checked whilst in progress on a regular basis by the project manager, and all reports and other documents are checked (where applicable) by the team leader/technical manager, or regional director, before being issued. A series of guideline documents or manuals form the basis for all work. The technical managers in the Graphics, Finds & Analysis, GeoServices and IT sections provide additional assistance and advice.
- 9.3.4 All staff are responsible for following Wessex Archaeology's quality standards but the overall adherence to and setting of these standards is the responsibility of the senior management team in consultation with the team leaders/regional directors who also ensure projects are adequately programmed and resourced within Wessex Archaeology's portfolio of project commitments.

9.4 Health and Safety

- 9.4.1 Health and Safety considerations will be of paramount importance in conducting all fieldwork. Safe working practices will override archaeological considerations at all times. Wessex Archaeology will supply trained, competent and suitably qualified staff to perform the tasks and operate the equipment used on site. All work will be carried out in accordance with the *Health and Safety at Work Act 1974* and the *Management of Health and Safety at Work Regulations 1999*, and all other applicable Health and Safety legislation, regulations and codes of practice in force at the time.
- 9.4.2 Wessex Archaeology will supply a copy of the company's Health and Safety Policy and a Risk Assessment to the client before the commencement of the watching brief. The Risk Assessment will have been read, understood and signed by all staff attending the site before any fieldwork commences. Wessex Archaeology staff will comply with the Personal Protective Equipment (PPE) requirements for working on the site, and any other specific additional requirements of the principal contractor.
- 9.4.3 All fieldwork staff are certified through the Construction Skills Certification Scheme (CSCS) or UK equivalent and have had UKATA Asbestos Awareness Training. Key staff also have qualifications in the use of CAT and Genny equipment and as banksmen/Plant Machinery Marshalls through the National Plant Operators Recognitions Scheme (NPORS).

9.5 Insurance

- 9.5.1 Wessex Archaeology has both Public Liability (£10,000,000) and Professional Indemnity Insurance (£5,000,000).

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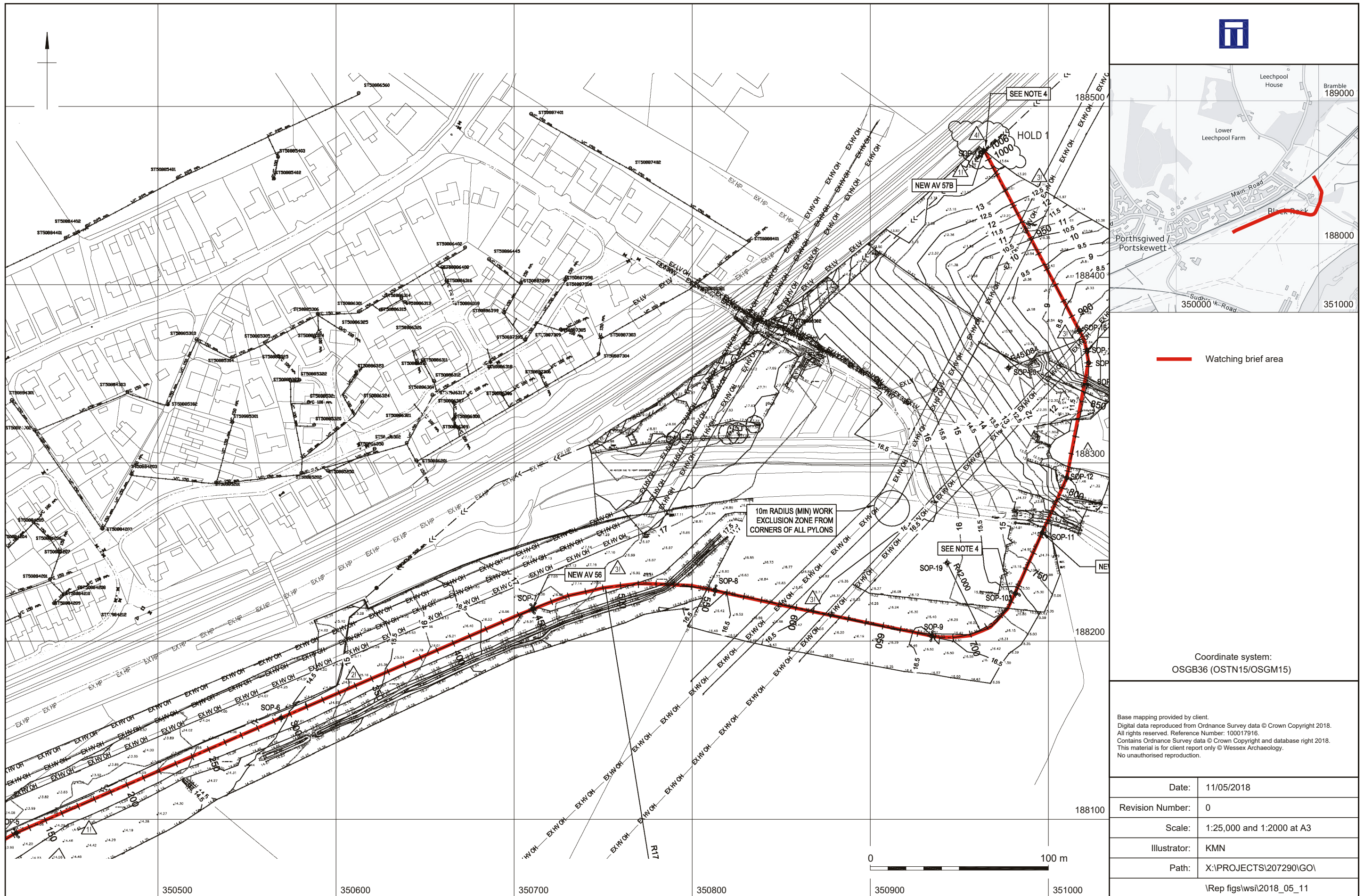
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— Watching brief area

Coordinate system:
OSGB36 (OSTN15/OSGM15)

Base mapping provided by client.
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Site plan

Figure 1



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