Heneb: Clwyd-Powys Archaeology

Written Scheme of Investigation FS26-051 for archaeological monitoring and recording of the development of land off Oak Road, Wrexham Industrial Estate.

submitted on behalf of

FI Construction Ltd.

Archaeoleg Clwyd-Powys
Heneb
Clwyd-Powys Archaeology

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Clwyd-Powys Archaeological Trust

Heneb: the Trust for Welsh Archaeology

On 1st April 2024 the four Welsh Archaeological Trusts (Clwyd-Powys, Dyfed, Glamorgan-Gwent and Gwynedd) merged to form Heneb: the Trust for Welsh Archaeology. Heneb is the trading name of the Trust for Welsh Archaeology. The regional expertise and regional service delivery which was the hallmark of the four trusts continues under the auspices of Heneb while maintaining all regional offices - Clwyd-Powys Archaeology, Gwynedd Archaeology, Dyfed Archaeology and Glamorgan-Gwent Archaeology. Together, we work to protect, record and interpret all aspects of the historic environment. We advise developers and local authorities on archaeology and planning, undertake archaeological projects for public- and private-sector clients, and have wide-ranging programmes of community archaeology events and activities.

Heneb Field Services are the leading archaeological practice in Wales, and one of the longest-established commercial archaeology contractors in Europe.

Heneb is both a Limited Company (1198990) and a Registerer Charity (504616), and its activities are managed by a board of Trustees. It is also Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA). Further information regarding Heneb and its regional offices can be found at www.heneb.org.uk

Heneb: Ymddiriedolaeth Archaeoleg Cymru

Ar 1af Ebrill 2024 unodd y pedair ymddiriedolaeth archeolegol Gymreig (Clwyd-Powys, Dyfed, Morgannwg-Gwent a Gwynedd) i ffurfio Heneb: Ymddiriedolaeth Archaeoleg Cymru. Heneb yw'r enw masnachu Ymddiriedolaeth Archaeolegol Cymru.
Mae Heneb yn gweithio i warchod, cofnodi a dehongli pob agwedd ar yr amgylchedd hanesyddol. Rydym yn cynghori datblygwyr ac awdurdodau lleol ar archaeoleg a chynllunio ac yn ymgymryd â phrosiectau archaeolegol ar ran cleientiaid yn y sectorau cyhoeddus a phreifat, ac mae gennym raglenni eang eu hystod o ddigwyddiadau a gweithgareddau archaeolegol cymunedol.

Tîm Gwasanaethau Maes Heneb yw'r prif bractis archaeolegol yng nghanolbarth a gogledd-ddwyrain Cymru, ac mae'n un o'r contractwyr archaeoleg masnachol mwyaf hirsefydlog yn Ewrop.

Heneb yw'r enw masnachdu Ymddiriedolaeth Archaeolegol Cymru. Cwmni Cyfyngedig (1198990) ynghyd ag Elusen Gofrestredig (504616) yw'r Ymddiriedolaeth. Mae Heneb yn Sefydliad Cofrestredig gyda'r Chartered Institute for Archaeologists. Mae mwy o wybodaeth am yr Ymddiriedolaeth, gan gynnwys adroddiadau cryno ar rai o'r prosiectau diweddar mwyaf arwyddocaol hefyd i'w gweld ar ei gwefan yn www.heneb.org.uk

1 Introduction

1.1. Heneb: Clwyd-Powys Archaeology has been instructed by FI Construction Ltd. (the client) to undertake a programme of archaeological Monitoring and Recording (also known as a Watching Brief)) for proposed development of land off Oak Road, Wrexham Industrial Estate, (planning reference P/2025/0430) .The site is approximately 0.74 hectares in size which is currently unmanaged scrubland, located at Oak Road, Wrexham, LL13 9RG, (NGR 338615, 349350), (Fig 1). A detailed plan for the proposed development is shown in Fig 2.

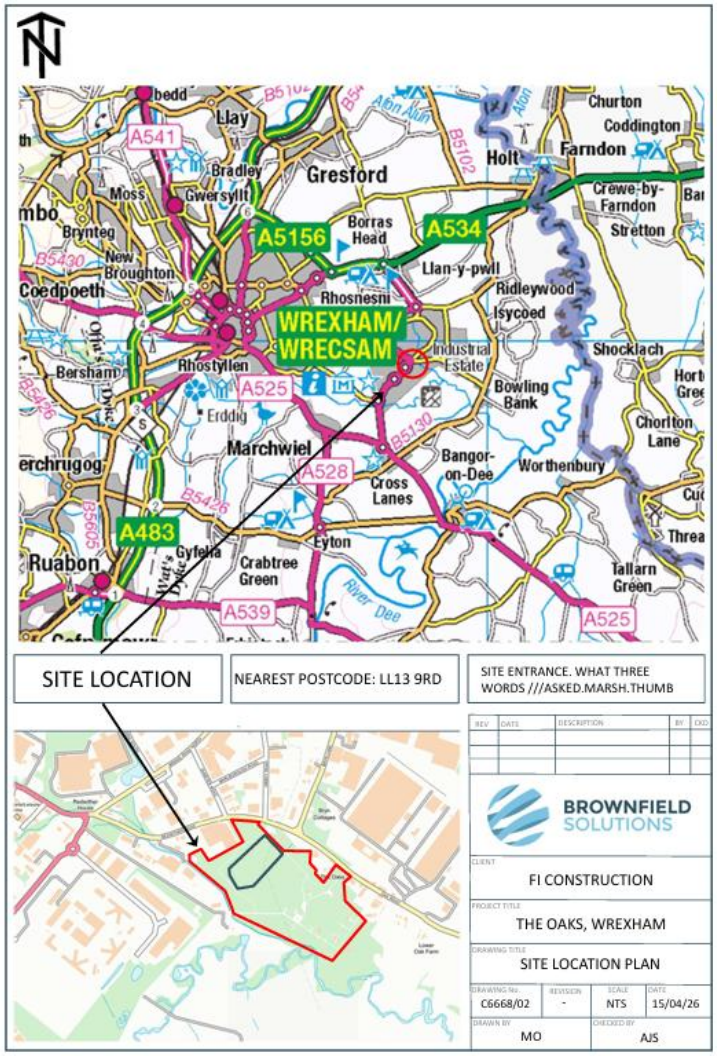


Fig. 1: Location of site (outline in red) taken from the Supplementary Phase II Geo-Environmental Assessment Report (Brownfield Solutions Ltd. 2026)

Location, geology and topography

1.2. The Supplementary Phase II Geo-Environmental Assessment Report (Brownfield Solutions Ltd. 2026) described the location and topography of the site and the relevant sections are repeated below:

"The site generally comprised flat and undulating ground, varying in elevation but gradually increasing from 25.5m AOD in the south of the site to 28.5m AOD in the north of the site

(approximately 3m difference). However, an embankment was present along the southwestern boundary of the site sloping down to an area of flat land adjacent to Redwither Brook at a

substantially lower elevation of 22.50m AOD (approximately 3-6m below the majority of the site). Oak Road borders the site to the north and Redwither Brook borders the site to the south. The remaining site boundaries are not defined by discernible features, except for an industrial warehouse that forms the western site boundary.

Surrounding Area The site lies to the south of Wrexham Industrial Estate and Redwither Business Park. Industrial buildings are present to the north and west, and agricultural fields to the south and east. Immediately north of the site beyond Oak Road is an electricity substation."

1.3. the underlying geology consists of Salop Formation-Mudstone, sandstone and conglomerate formed between 309,500,000 and 272,300,000 years ago. These sedimentary rocks are fluvial in origin. They are detrital, ranging from coarse to fine grained and form beds and lenses of deposits reflecting the channels, floodplains and levees of a riverine environment (BGS 2026).

1.4. the superficial geology consists of Till, Devensian-Diamicton formed between 118,000 and 11,800 years ago. These sedimentary deposits are glacigenic in origin. They are detrital, created by the action of ice and meltwater, they can form a wide range of deposits and geomorphologies associated with glacial and inter-glacial periods during the Quaternary. (BGS 2026).

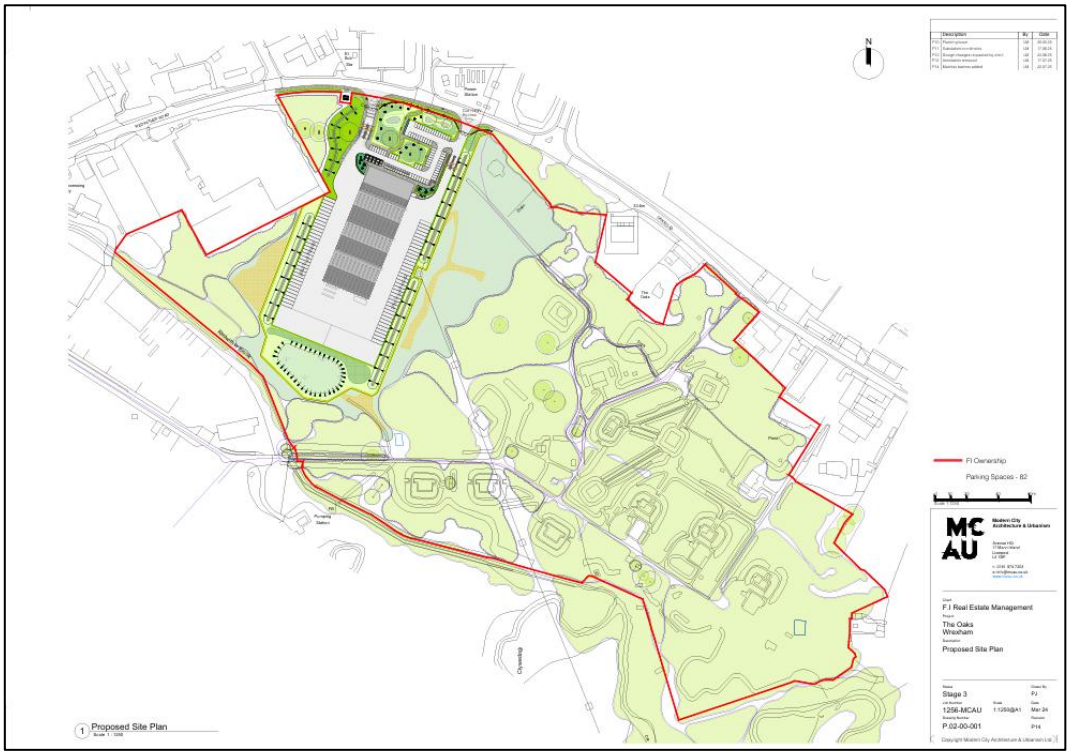


Figure 2: Plan of the proposed development area (site outlined in red) taken from the Supplementary Phase II Geo-Environmental Assessment Report (Brownfield Solutions Ltd. 2026)

Planning background

1.5. The local planning authority or their archaeological planning advisor (APA) has recommended the following programme of archaeological work as a condition of planning permission :

"Development shall not commence until a scheme of archaeological monitoring and recording has been submitted to and approved in writing by the Local Planning Authority. The archaeological monitoring and recording must meet the standards laid down by the relevant Chartered Institute for Archaeologists Standard and Guidance and will be completed in accordance with a written scheme of investigation, which has been approved in advance by the Planning Authority."

1.6. This report presents a design for archaeological monitoring and recording which addresses the local planning authority's requirements, and therefore provides the written scheme of investigation for their formal approval, prior to implementation of the scheme.

Historic background

1.7. This section includes some brief details on the archaeology and history of the area and site.

1.8. An archaeological desk-based assessment was carried out by Orion in April 2024, the relevant portions are reproduced here;

"Prehistoric and Roman

There are no records of prehistoric or Roman date recorded within the study site, nor are there any records of Roman date within the search area.

The only prehistoric period represented within the search area is the Iron Age, although evidence is limited to the find spot of a copper alloy artefact (141456), c. 900m to the south of the study site.

Evidence of prehistoric activity is limited to the find spot of Iron Age material and there is no recorded evidence of Roman activity. It is considered that there is no higher than a low potential for archaeological remains of prehistoric or Roman date.

Saxon/Early Medieval and Medieval

There are no records of Saxon/early medieval or medieval date recorded within the study site, nor are there any records of Saxon/early medieval date within the search area.

It is thought Wrexham had Saxon origins with place-name evidence indicating a water meadow belong to Wrythel (Mills 2011: 512), although it was not recorded in the Domesday Book. The area developed as a market town during the 14th and 15th centuries with prospering wool and leather industries.

Evidence of medieval activity within the search area comprises an area of probable ridge and furrow (142641), c. 645m to the north of the study site, identified from LiDAR data and a field name (101526), c. 465m to the west of the study site.

There is no recorded evidence of Saxon/early medieval activity within the search area and evidence of medieval data indicates the search area, and study site, lay outside of the focus of medieval activity in Wrexham, likely in agricultural use. It is considered there is no higher than a low potential for archaeological remains dating to these periods.

Post Medieval to Modern

During the post-medieval period, Wrexham became an important regional market town with purpose built markets built in the late 18th century, with the population expanding during the 19th century, in part as a result of the arrival of railway lines.

A pond (61517) has been recorded within the study site which is likely a former marl pit with further examples of such features recorded elsewhere across the search area (e.g. 61418, 61489, 61491, 61500 & 61511).

Examples of industrial activity across the search area include a mill (104174), smithies (104297, 10415) and agricultural activity is indicated by the identification of farms (e.g. 146283, 146937, 147135, 147133 & 147678).

The location of boundary stones (104298-104300) and the find spots of a cannon ball (132416) and coin (141455) have also been recorded within the search area.

The earliest map included in this assessment is the 1819 Chester Ordnance Survey (OS) Drawing (Figure 4) which shows the study site as forming part of undeveloped land on the south side of a road. The 1879 OS map (Figure 5) shows the study site in more detail as numerous enclosed land parcels which are bisected by multiple tracks or footpaths. A structure is marked at its northeastern extent.

The study site once formed part of Royal Ordnance Factory (ROF) Marchwiel (72200), a World War Two munitions factory which employed 13,000 workers for the production of cordite to be used in propellants. The factory was approved in August 1939, was served by an internal railway system (119838) and covered an area of c. 700ha, being the second largest Royal Ordnance Factory after ROF Waltham Abbey. The Marchwiel site was chosen for the factory due to high local unemployment and available labour, its distance from urban populations, and good railway links. The factory began production of propellants in March 1941. It is thought that the area of the study site was one of the final phases of construction within the wider factory and may not have ever been fully operational (Kennedy 2017).

It is thought that the study site formed part of the storage and depot facilities associated with the factory. It closed in 1945 and the surviving buildings have been adapted for re-use as the Wrexham Industrial Estate. A number of pillboxes, including some located within the study site itself, (110354, 110357, 110358, 110360 & 120554) around its perimeter secured the factory site. The location of a brick-built building (110352) within the study site may also relate to the munitions factory.

Other features associated with the factory recorded within the search area comprise bunkers used for the storage of explosives (72197, 72198) and firewatchers' posts (167148-167155, 167197& 167180).

The post-medieval and modern periods are the best represented within the search area. The potential for archaeological remains of post-medieval date is considered to be low and the potential for archaeological remains of modern date is considered to be high, particularly for remains associated with ROF Marcweil."

2 Methodology

2.1. The archaeological monitoring and recording will be conducted according to the Chartered Institute for Archaeologists' (CIfA) (2023) *Standard and Universal Guidance for Archaeological Monitoring and Recording* OR. This states that the purpose of the monitoring and recording is to record and report on the archaeological resource within a specified area, using methods that are described in a project design that is fit for purpose. This document represents that project design.

2.2. It is anticipated that the fieldwork will be carried out during July or August of 2026. The LPA's APA will be informed when the work is about to commence and an arrangement will be made for site monitoring as appropriate.

2.3. As noted in the archaeological desk based assessment, the potential for the survival of archaeological features or deposits for anything other than the modern period is low. However,

the potential for surviving archaeology from other periods is highest (though still overall very low) between the lower interface of the subsoil and the upper interface of the natural underlying glacial deposits. This higher potential zone will likely vary in depth across the site.

2.4. The works to be monitored will include the processing of the top 300-40mm rooted layer of the site and its subsequent removal.

2.5. Any ground or enabling works should be monitored where they are likely to cut into the surface of the natural underlying glacial deposits which have not already been assessed by the monitoring archaeologist.

2.6. The top 300-400mm of the site will be processed in situ using a tractor pulled forestry tiller, initially this activity will be monitored by an archaeologist who will then determine if further monitoring of use of the forestry tiller is required. In the event that archaeological monitoring of this process is considered unproductive by the on-site archaeologist then further use of the forestry tiller itself will not be monitored.

2.7. This processed deposit will then be removed mechanically using either a DX71 bulldozer or excavators fitted with a toothless bucket as deemed appropriate by the monitoring archaeologist on site.

2.8. In general;

- Areas of disturbed, redeposited or made ground are considered suitable to be processed with the DX71 Bulldozer as they will not contain any archaeologically significant features beyond potentially redeposited small finds. This activity should still be monitored for the retrieval of such items or the uncovering of deep archaeological features.
- Areas where the underlying glacial deposits are closer to the surface should be cleared by mechanical excavator to expose the underlying glacial deposits as there is a higher potential for the survival of archaeological features cut into this deposit in these areas. This approach will be targeted on areas which have the highest potential for archaeological survival as judged by the on-site archaeologist.

2.9. Additionally, where made ground is removed sufficiently to reveal underlying buried ground surfaces or geological deposits these may require to be stripped using a mechanical excavator with a toothless bucket in order to identify any potential archaeological features cut into them. Again, this will be at the judgement of the on-site archaeologist.

2.10. Once the surface of the underlying geological deposits have been observed and found to be empty of archaeological features or had any potential features investigated and dealt with, any further landscaping or excavations in that area can continue unsupervised by whatever means is desired by the client.

2.11. Should archaeological remains be discovered the general approach will follow these procedures:

- The presence or absence of archaeological features encountered will be noted;
- Where features of archaeological interest are identified they will be systematically investigated by hand with sufficient work being undertaken to determine their date, character and function, using the conventional techniques for archaeological excavation and in accordance with CIfA Standard and Guidance;
- All features will be located as accurately as possible using GPS and other survey techniques, to be plotted on an overall plan of the development at an appropriate scale, showing boundaries depicted on OS mapping, or located by the identification of OS grid lines;

- Contexts will be recorded digitally or manually on individual record forms, using a continuous numbering system, and be drawn and photographed as appropriate;
- As appropriate plans will be drawn on permatrace to a scale of 1:10, 1:20 or 1:50, and locations surveyed in by GPS;
- Photography will be undertaken digitally with a minimum resolution of 12 mega pixels. Images will include a metric scale in each view and be logged in a photographic register;
- In the event of human burials being discovered the Ministry of Justice (MoJ) will be informed. The remains will initially be left in situ, and if removal is required, a MoJ licence will be applied for under the Burial Act 1857; and
- In the event of finding any artefacts covered by the provisions of the Treasures Act 1996 (amended), the appropriate procedures under this legislation will be followed.

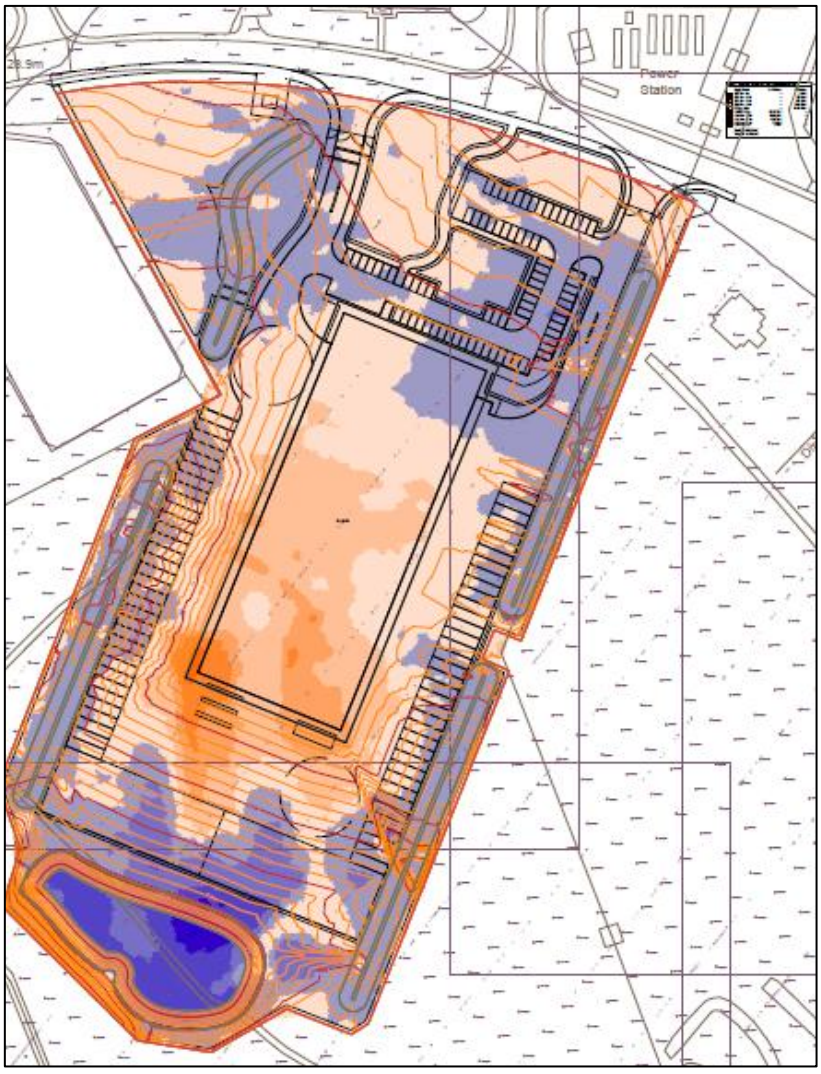


Fig. 3 Plan showing the areas of cut (blue) and fill (red) for the project (taken from the supplementary Phase II Geo-Environmental Assessment Report (Brownfield Solutions Ltd. 2026)

Artefact selection strategy

2.12. In accordance with section 4 of *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation* Archaeological Archives Forum 2007 (revised 2011) a rigorous process of selection and discard will be followed so that only those elements that are considered of significance for potential future study will be retained. Bulk items such as ceramic building materials, stonework, large quantities of undiagnostic pottery, and material that is difficult to conserve such as worked wood, may be selected for discard once appropriate recording and analysis has been undertaken, on site or in the laboratory post-excavation.

2.13. Selection and discard is detailed below, but in general unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. All artefacts will be retained from stratigraphically secure contexts of 18th-century date or earlier. In the case of later or disturbed contexts, all 18th-century or earlier material will be retained, together with a sample of later finds to assist with dating and phasing, unless later deposits/artefacts are deemed to be of high archaeological value.

2.14. Heneb has a retention policy for artefacts which prioritises as follows:

High priority for retention

- Rare finds from stratified and unstratified contexts
- Prehistoric and early medieval assemblages
- Key stratigraphic dating assemblages crucial to the structural development of the site
- Assemblages which are not well represented in museum collections

High priority for disposal

- Unstratified material unless intrinsically dateable and unusual/rare
- Artefacts from residual/intrusive contexts unless of key stratigraphic importance
- Assemblages already well represented in museum collections
- Unprocessed environmental/soil samples

Post-excavation and reporting

2.15. All artefacts and environmental samples will be treated in a manner appropriate to their composition and a sampling strategy will be developed as appropriate:

- All stratified finds will be collected by context, or where appropriate, individually recorded in three dimensions. Unstratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest.
- All finds and samples will be collected, processed, sorted, quantified, recorded, labelled, packed, stored, marked, assessed, analysed and conserved in a manner appropriate to their composition and in line with appropriate guidance.
- arrangements will be made to assess and study any artefacts, assemblages and environment samples, should this be required to fulfil the objectives of the evaluation.
- Any artefacts recovered during the evaluations will be deposited with an appropriate museum, subject to the permission of the owner.

2.16. Following the on-site work an illustrated report will be prepared containing conventional sections to include:

- Non-technical summary
- Introduction
- Site location
- Archaeological Background
- Aims & objectives

- Methodology
- Evaluation results
- Conclusions
- References
- Appropriate appendices on archives and finds

2.17. If material evidence is recovered that requires specialist assessment, Heneb has a team of external specialists who advise and undertake the appropriate levels of study. For the Clwyd-Powys region these include the following:

- Lithics Pippa Bradley
- Prehistoric pottery Francis Lynch
- Roman pottery Peter Webster
- Medieval pottery Stephanie Ratkai or Julie Edwards, Grosvenor Museum
- Thin section analysis Chris Doherty University of Oxford
- Roman glass Hilary Cool
- Metalwork identification and conservation Phillip Parkes University of Cardiff
- Faunal remains Archaeological Services University of Durham
- Palaeoenvironment Archaeological Services University of Durham
- Pollen Fiona Grant or Lampeter University
- Metallurgy Tim Young University of Cardiff
- C14 and OSL SUERC

2.18. The report summary will be provided in English and Welsh, in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs) V1* (July 2018).

Site archive

2.19. The overall archive will conform to guidelines described in Management of Research Projects in the Historic Environment (MoRPHE), Historic England 2015, the CIfA (2020b) Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives and The National Standard and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales (NPAAW, 2017).

2.20. The paper and digital archive will be deposited with the National Monuments Record (NMR), RCAHMW, including a copy of the final report. This archive will include all written, drawn, survey and photographic records relating directly to the investigations undertaken. A digital copy of the report (and any digital photographs or other data required) will also be lodged with the Historic Environment Record.

3 Digital Data Management Plan (DDMP) (Version 4: December 2024)

3.1. Heneb is committed to managing digital records generated though our work to the highest standards. The Digital Data Management Plan (DDMP) has been designed in accordance with current guidance from the Chartered Institute for Archaeologists (CIfA), Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016), The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015) and the Archaeology Data Services (ADS) *Guidelines for Depositors* (2021). Heneb also employs the FAIR Principles, to ensure that all relevant data is Findable, Accessible, Interoperable and Reusable.

Data Collection

3.2. All digital project data will be stored within a standard folder template, utilizing digital proformas where required and following a strict file naming policy. All digital files selected for archive will be pre-fixed with the unique project code. An example of the folder structure and common data formats is provided below.

Project Folder		
Folder name	**Contents**	**Files**
Admin		
H&S - RAMS	Risk assessments	DOCX, PDF
WSI	Written Scheme of Investigation	DOCX, PDF
Client data	Planning documents, plans, background	JPG, PDF
Correspondence	Emails and letters	PDF, Outlook.msg
Drafting	Working drawings	AI
Finance	Quote, purchase order, costings	DOCX, PDF, XLSX
Finds data	Catalogues, specialist reports etc	DOCX, PDF, XLSX
GIS data	Project generated GIS including HER data, Mapping data Geophysical Survey data etc	MAP, SHP, XLSX, PRJ, DXF, TAB, SHX, QPJ, DAT, DBF, ID, DXF, DWG, BMP, JPG, ASC, QGS, XML, PMW, XCP
Metadata	Project specific metadata	XLS
Photography	Original and reduced images	NEFF, JPG, TIFF
Report	Project report	DOCX, PDF
Report Illustrations	Illustrations selected for the final report	JPG, PDF
Research data	Background research	DOCX, PDF, JPG
Site data	Site registers, recording forms, plans etc	DOCX, PDF, XLSX
Temporary files	Storage for temporary files to be deleted prior to archiving	N/A

3.3. Where projects require specialist archaeological techniques, additional datasets may be generated. These will be incorporated into the folder structure as required and re-named accordingly.

Data Storage

3.4. Throughout the course of the project, data will be stored securely on Heneb IT infrastructure.

Data Selection

3.5. Heneb works across the regions of both England and Wales in which the following guidance may apply, depending on the project location.

- CIfA *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives* (2020b).
- CIfA *Toolkit for selecting archaeological archives.*
- CIfA *Toolkit for managing digital data.*
- *Management of Research Projects in the Historic Environment: The (MoRPHE Project Manager's Guide* (2015).
- *National Standard and Guidance for Collecting and Depositing Archaeological Archives in Wales* (2017).
- The Royal Commission on the Ancient and Historical Monuments of Wales *RCAHMW Guidelines for Digital Archives* (2015)
- Guidance *for the Submission of Data to the Welsh Historic Environment Records (HERs) Version:4.1 (December 2024)*
- Historic England's *Archaeological Digital Archiving Protocol* (ADAPt) (2016)
- Archaeology Data Services (ADS) *Guidelines for Depositors* (2021).
- *FAIR Guiding Principles for scientific data management and stewardship* (2016)

3.6. While some projects will generate a standard set of data, most project archives are unique and the creation of data is fluid, requiring periodic management and review throughout the course of the project to meet the specific requirements of individual stakeholders.

3.7. Data generated by a relatively small-scale project is likely to comprise; the final report (.pdf/.docx), digital photographs (.tif), site records including proformas/drawings (.pdf), metadata (.xls).

3.8. Larger projects may include additional data sets, such as site survey data, GIS polygons, specialist reports etc, and where required, additional digital sub-folders will be generated.

3.9. All project data, including digital, documentary, artefactual or environmental will be recorded in the final project selection strategy, a copy of which will be included in all project reports. Data that has been selected for retention, and/or deposition with a suitable repository beyond Heneb is recorded therein.

3.10. Correspondence records, financial records, research data and temporary files will automatically be de-selected from the final archivable dataset, as these do not form part of the overall archaeological record and may contain sensitive data.

Metadata

3.11. All digital data generated by the project and selected for archive will be accompanied with appropriate metadata, where required.

Preservation

3.12. Digital data selected for preservation within Wales will be deposited with the Royal Commission on the Ancient and Historical Monuments of Wales.

3.13. A digital PDF report, along with relevant photographs will also be deposited with the relevant Historic Environment Record (HER).

3.14. Associated physical archive material will be summarised within the final grey literature report/selection strategy to ensure that the physical archive is also traceable once disseminated.

Accessibility

3.15. Data will use standard software and formats where possible to maximise opportunities for use and reuse in the future.

3.16. Data submitted for long term preservation will be discoverable to interested parties though the RCAHMW and HER websites and may also be promoted by Heneb via the website or social media.

Responsibilities

3.17. The Project Manager will be responsible for the implementation of the DDMP throughout the course of the project.

3.18. The Project Manager, Project Supervisor and Head of Technology, Information and Planning will be responsible for data accumulated during the project, including its appropriate management, storage and backup.

3.19. Data will be checked routinely by the Project Manager as a means of quality assurance.

3.20. The Information and Archives Officer will be responsible for the compilation of all project specific metadata and final deposition of the digital project data and wider archive.

3.21. Following deposition with the relevant digital repository, data management will become the responsibility of the receiving organization.

3.22. A copy of relevant files generated by the project may be retained and stored securely by Heneb for future reference should it be required.

Ethics and Legal Compliance

3.23. Heneb has security protocols and policies in place relating to the ethical use of data which comply National Law and Industry Guidelines. Our Privacy Policy can be viewed here.

3.24. All data, including any sensitive data is stored securely to protect against its loss, misuse and alteration.

3.25. Heneb will take steps to ensure that any businesses we share data with will have security protocols and policies in place to manage and record data privacy and preferences correctly and that data is stored correctly.

3.26. Copyright for all data belongs to Heneb. Formal permissions from external specialists and contractors will be secured upon their engagement, where appropriate.

Public engagement and outreach

3.27. Where appropriate to the circumstances of the work being undertaken and dependent on the archaeological results and health and safety concerns, avenues of public engagement with the local community and wider audiences will be explored. In the eventuality that such outreach is

required by the local planning authority and/or their archaeological advisors, additional contingency funding would be needed from the client to cover the costs of provision for an agreed programme of work. Such outreach and public engagement would be a positive benefit for clients who care about their corporate social responsibilities and public relations.

4 Resources and programming

4.1. The archaeological monitoring and recording will be undertaken by a skilled archaeologist under the overall supervision of Tim Malim, a senior member of Heneb's staff who is also a member of the Chartered Institute for Archaeologists (CIfA). Heneb is also a CIfA Registered Organisation and as such agrees to abide by their *Code of Conduct* (2024).

4.2. All report preparation will be completed by or with the assistance of the same field archaeologist(s) who conducted the site work. Copies of the report will be deposited with the client and the regional Historic Environment Record within one month of the completion of on-site works, subject to possible delays should specialist investigation of artefacts, samples etc be necessary. If appropriate, a short report will be published in *Archaeology in Wales*.

4.3. The client should be aware that in the event that significant archaeological remains are revealed there may be a requirement for more detailed excavation and specialist services. Any further work over and above the original archaeological monitoring and recording and report would be the subject of a separate WSI and costing.

5 Appendix 1 Selection Strategy

FS26-051-The Oaks, Wrexham Industrial Estate (NGR) Archaeological monitoring and recording 04.06.2026 **Selection Strategy v1.0**	
Project Management	
Project Manager	Tim Malim
Project Supervisor	Karl Macrow
Archives Manager	Sophie Edwards
Project Stakeholders	
Project Lead / Project Assurance	Neil Bayliss
Client / Landowner	FI Construction Ltd.

Other	

Collecting Institutions

Regional Historic Environment Record	Clwyd-Powys
Digital Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Documentary Archive Repository	Royal Commission on the Ancient and Historical Monuments of Wales
Finds Archive Repository	Wrexham Museum
Other	N/A

Project Data

Digital Project Data - Management

Digital data generated by the project will be managed in accordance with the Heneb Digital Data Management Plan (Version 3), which is outlined in full under section 3 of the WSI.

In summary, digital data will be subject to regular review and management to ensure the final dataset is of suitable quality and appropriately referenced and structured, resulting in a findable, accessible, interoperable and reusable archive which has been prepared in accordance with the *CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

All digital files will be stored on Heneb infrastructure within a standard folder hierarchy and following a strict file naming policy. All digital files selected for archive will be data tagged with the unique project code. An example of the folder structure and specific files selected for archive will be recorded in the final selection strategy for the project and included within every Heneb report.

Digital project data selected for archive will be accompanied by relevant project metadata and prepared according to the RCAHMW Guidelines for Digital Archives (Version 1). Digital data will be transferred via OneDrive upon the completion of the project as agreed with Helen Rowe (Senior Archivist - RCAHMW).

A copy of the digital report and a set of digital (.jpg) images will be submitted to the Historic Environment Record via HEDDOS in accordance with the *Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)* Version 2 (2022).

Project Specific Digital Data

Digital data expected for archaeological monitoring and recording/evaluation/excavation includes the following;

Photographs (.jpg / .tif)

Photographic Catalogue (.xls) *Microsoft Excel*

Grey Literature Report (.docx / .pdf) *Microsoft Word*

De-Selected Digital Data

All digital data generated by the project will be recorded in the final selection strategy and selected/de-selected data will be recorded therein.

Unsuitable or surplus data, such as blurred images or duplicate files, will be deleted from the final dataset.

Sensitive digital data is stored within dedicated project folders named Client Data, Correspondence and Finance and these will be automatically de-selected due to the nature of the data within. Project data will be retained on the Heneb servers for a period of 6 years, at which point it will be reviewed and managed as required in accordance with relevant organisational policies.

Physical Project Data (Documentary)

All physical documentary data will follow standard formats and conventions with appropriate labelling and referencing, resulting in findable, accessible, interoperable and reusable data (FAIR) which has been prepared in accordance with the *CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives guidance* (2020b).

Written and drawn records will utilise Heneb proformas and use standard conventions and terminology. Documents selected for archive will be accompanied with a paper copy of the selection strategy to ensure all elements of the archive are linked and traceable at all times.

Physical documentary data expected for an archaeological monitoring and recording includes the following;

Watching Brief visit forms

Context register (where applicable)

Context sheets (where applicable)

Site plans (where applicable)

Section drawings (where applicable)

Drawign register (where applicable)

Sample register (where applicable)

Physical Project Data (Materials)

Materials are not expected from this project.

Karl Macrow

Project Archaeologist

04.06.2026