

Southdown Road

Millbrook, Cornwall.

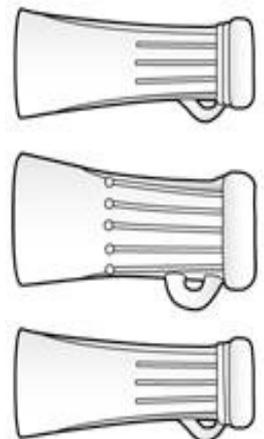
Archaeological Recording

Author: Hayley Goacher BA (Hons) PlfA

Report Date May 2012



Archaeological
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Acknowledgements

This study was commissioned by Andrew Rigby of Bibio Ltd and carried out by Archaeological Consultancy Ltd.

Help with the historical research was provided by staff at the Cornwall Records Office and Angela Broome at the Courtney Library. Assistance with the historic mapping was provided by Ross Sinkins and staff at Mining Searches UK.

The Project Manager was Matt Mossop whilst the fieldwork was undertaken by Matt Mossop and Hayley Goacher.

The views and recommendations expressed in this report are those of Archaeological Consultancy Ltd and are presented in good faith on the basis of professional judgement and on information currently available.

Cover illustration

Looking west towards Millbrook

Southdown Road

Millbrook, Cornwall.

Archaeological Recording

Author: Hayley Goacher BA (Hons) PlfA
Report Date: May 2012

Client: Bibio Ltd
Proposal: Social housing development
Planning Reference: 08/00631/OUT Condition 9
Statutory Protection: Area of Great Landscape Value
Area of Great Scientific Value

Project No: AC12001E

Townland/Tenement: N/A
Civil Parish: Millbrook
District: East 2
Postal Address: Land at Southdown Road, Millbrook
Cornwall
Postcode PL10 1FE
National Grid Reference: SX 43185 52690

Fieldwork Dates: March 2012
Accession No: Forthcoming

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Abbreviations

AC	Archaeological Consultancy Ltd
BGS	British Geological Survey
CC	Cornwall Council
CL	Courtney Library
CRO	Cornwall Record Office
EH	English Heritage
HEPAO	Historic Environment Planning Advice Officer
HER	Cornwall and the Isles of Scilly Historic Environment Record
HES	Historic Environment Service, Cornwall County Council
IfA	Institute for Archaeologists
LBS	Listed Buildings Number
LPA	Local Planning Authority
NGR	National Grid Reference
NMR	National Monuments Record, Swindon
OASIS	Online Access to the Index of Archaeological Investigations
OS	Ordnance Survey
RCM	Royal Cornwall Museum, Truro
SMR	Sites and Monuments Record
WHS	World Heritage Site
WSI	Written Scheme of Investigation

1 Summary

Archaeological Consultancy Ltd was commissioned by Andy Rigby of Bibio Ltd to undertake archaeological recording in advance of the proposed social housing development on land off Southdown Road (NGR SX 43185 52690).

This fieldwork was undertaken between 27th and 30th March 2012, it did not identify any archaeological features.

2 Introduction

2.1 Project Background

Planning application 08/00631/OUT for the social housing development was submitted in April 2008. Planning consent was obtained subject to ten conditions including Condition 9:

The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason: To ensure any archaeological features are recorded in accordance with Saved Policy EV1 of the Caradon Local Plan 1999.

A brief for the evaluation was provided by Phil Copleston, the Historic Environment Planning Advice Officer (HEPAO) on 5th December 2011 and AC were commissioned to undertake the evaluation in line with an approved Written Scheme of Investigation (Goacher and Mossop, 2012).

2.2 Site Location

Copleston (Brief 2011) relates:

The site is located in the southwest portion of a field to the north of Southdown Road, centred on Ordnance Survey grid reference SX 43185 52690.

2.3 Topography

The site is on a gradual south facing slope at an approximate height of 25m ordnance datum, overlooking Millbrook Lake to the south.

2.4 Geology

The underlying geology is of the Saltash Formation of slate and siltstone, formed approximately 342 to 400 million years ago in the Carboniferous and Devonian Periods. The local environment would previously have been dominated by open seas (British Geological Survey website).

2.5 Archaeological and Historical Background

Located 600m to the northeast is the site of Insworke Iron Age or Romano-British Round (HER no.6055). According to the HER no physical remains are visible but the name 'Yeansbury,' used by the Tithe Map for the location, is a mix of Old English and Cornish elements meaning fortification. Further afield at Mount Edgcumbe (HER no.6171) a series of Prehistoric flint implements have been found.

Millbrook, with the 1342 variant 'Milbrok,' derives from the English meaning 'stream with a mill.' Padel (1988; 123) reports that the site of the mill is no longer known but its existence was again implied in 1602.

The site may have been part of the Manor of Maker in 1086 (Morris ed. 1979). Maker was held by Edward before 1066 and the Count of Mortain in 1086. Maker paid tax for one virgate (a quarter of a hide) of land although there was one hide of land there. The pasture was 60 acres, there was land for eight ploughs with four slaves, six villagers and eight small holders. Before 1066 the Manor was worth 30s and in 1086 it was valued at 20s.

Nearby is Insworke Barton Farm – 'Barton' indicating that it was the principal farm of a manor or estate. It is suggested by Carne (1985; 96) that this was the location of the former Manor of Inceworth owned by the influential Campernowne's of Devon. This Manor was most likely established after Domesday, though it could have been a sub-manor without land ownership, precluding it from the survey. Inceworth had its own private chapel, licensed in 1331, which was used until 1826 (HER No.6080). There were several manorial farms surrounding Inceworth and significantly, common grazing rights at Southdown.

The area was included in the parish of Maker until 1869 when a separate parish of Millbrook was created, probably due to population expansion (Carne, 1985; 95). It is suggestive, given there was a Medieval Manor of Maker, that the lands would have been part of Maker Manor prior to the foundation or independence of Inceworth.

During the Medieval period the area surrounding and north of the site seems to have been predominantly agricultural and that this continued into the early Post Medieval. Documents survive in the Courtney Library of a bargain and sale dated 1st July 1575 of land at Insworke between William Tomme, a husbandman of Higher Indisworke, John Driller of Penneale (Penhale) and Nicholas Mutton of Millbrook (CL ref TAM/1/3/38/3). A second similar document between Sir Thomas Monck of Powderidge, Devon and John Tom the Younger of Higher Insworke included one and a third parts of two messuages in Higher Insworke and is dated 22nd April 1623. It seems possible that John Tom could be a relative of William Tomme (CL ref TAM/1/3/38/6).

At sea level, the settlements of Southdown and Millbrook were increasingly industrial centres from the Medieval period onwards. In addition to the Medieval corn mill at Millbrook, the settlement also had a tide mill and pond, fish traps and fish cellars. Other industries were a by-product or result of the surrounding agriculture and included a forge, tannery and barkhouse, brewery, and kilns. At

Southdown the quaysides were the focus with chemical, soap and brick production with a quarry in the vicinity. Further afield at Anderton, south of the river, maritime trades included a shipyard and ropewalk, whilst to the north around Insworke, there were multiple quarries and Post Medieval military installations (Heritage Gateway Website).

The Tithe Map of 1841 and Apportionment of 1840 show a remarkable lack of change in the pattern of land parcels and field boundaries with only the use and ownership changing considerably. The field of development was named Tin Down and used for arable farming with the boundaries apparently unchanged in comparison to all more recent Ordnance Survey maps. The field was part of the land of Insworke/Insworth Barton owned by Lord Chilton and occupied by William Every. The field containing the study area and some others surrounding it have curved boundaries and may be considered to partially retain a 'reverse S shape;' a result of Late Prehistoric or Medieval ploughing using a team of oxen.

The Late Post-Medieval period saw the development of the brick industry in the area. The Devonshire Brick Company operated at Insworke from c.1880 until 1914. The works were then taken over by the Western Counties Brick Company Ltd who became Westbrick Products Ltd through amalgamations. The mid-Devonian slate was quarried behind the works and transferred by railway, which also served the Foss Brickworks in Millbrook. The company manufactured bricks and terracotta household goods. The works closed in 1933 and the site was cleared (Ferguson and Thurlow, 2005; 63-64).

The Southdown Brickworks were adjacent to the quay and operated by South Down Metal, Chemical and Brick Company which later separated to become the Southdown Brick Company. In 1914 the Company amalgamated with Western Counties before becoming Westbrick Products in 1928. Records suggest there were up to three kilns although only two are known. The works closed in 1942 but were briefly reopened in 1946-1948 and 1954-1956. Too much lime resulted in poor quality bricks that eventually forced the closure of the works. The chimneys and some of the buildings were demolished in 1972 (Ferguson and Thurlow, 2005; 64).

2.6 Project Aims and Objectives

The site-specific aims were to:

- Establish the presence/absence of archaeological remains
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site
- To provide further information on the archaeology of Millbrook from any archaeological remains encountered.

2.7 Methodology

2.7.1 Desk Based Assessment

This concentrated on searches of the Sites and Monuments Record, Cornwall Record Office and Heritage Gateway data. A map regression exercise was also undertaken.

2.7.2 Fieldwork

The area was excavated with a toothless bucket under archaeological direction. Soil was removed down to the natural subsoil, or the top of any archaeological deposits as appropriate. The trench had an average depth of 0.28m.

Scaled monochrome photographs documented the study area. Scaled digital colour photography was used to augment this. All negatives and contact prints will be included in the archive accompanied by a photographic register detailing location and direction of shot.

2.7.3 Report

This report describes the results of the archaeological work. Copies of the final archive report will be submitted to: the client; the County Historic Environment Record; Cornwall Records Office; National Monuments Record in Swindon and all significant contributors where (with the exception of the client's and contributors' copies) they will be available for public consultation. The final report will be uploaded to the online OASIS library which will be completed when the final report is submitted.

2.7.4 Site Archive

The site archive will be prepared in line with the brief and deposited with the Cornwall Record Office following completion of the final report. This will be confirmed in writing with the Historic Environment Planning Advice Officer along with a summary of the archive contents.

3 Results

The topsoil was a dry and loose, mid-brown sandy-silt approximately 0.3m deep with occasional slate fragments up to 50mm diameter. Other inclusions consisted of modern plastic, food wrappers and building debris, particularly in the southern corner closest to the road.

The natural subsoil was a light yellow-brown sandy-silt with approximately 70% slate fragments. In large areas, particularly on the northern, upslope side, the natural slate bedrock was evident as very soft rock prone to shattering and delaminating. In the southern corner some pink staining had occurred from brick fragments in the topsoil.

No archaeological deposits were discernable within the excavated area.

4 Discussion

Mapping evidence suggests the study area has been agricultural land for at least 200 years. Given the curving field boundaries, the proximity of Insworke Round and later documentary sources, it seems likely that the area was under cultivation from at least the Late Iron Age onwards.

5 Conclusion

The surrounding area has a rich Medieval and Post Medieval history with considerable evidence of late 19th and 20th Century industrial development. No significant archaeological evidence was identified in the study area.

6 The Archive

The AC Ltd project number is AC12001E.

The project's documentary archive will be housed at the offices of Archaeological Consultancy Ltd, Goodagrane, Halvasso, Penryn, Cornwall, TR10 9BX prior to transferral to the CRO.

7 Recommendations

No further archaeological work is recommended for this site.

8 Bibliography

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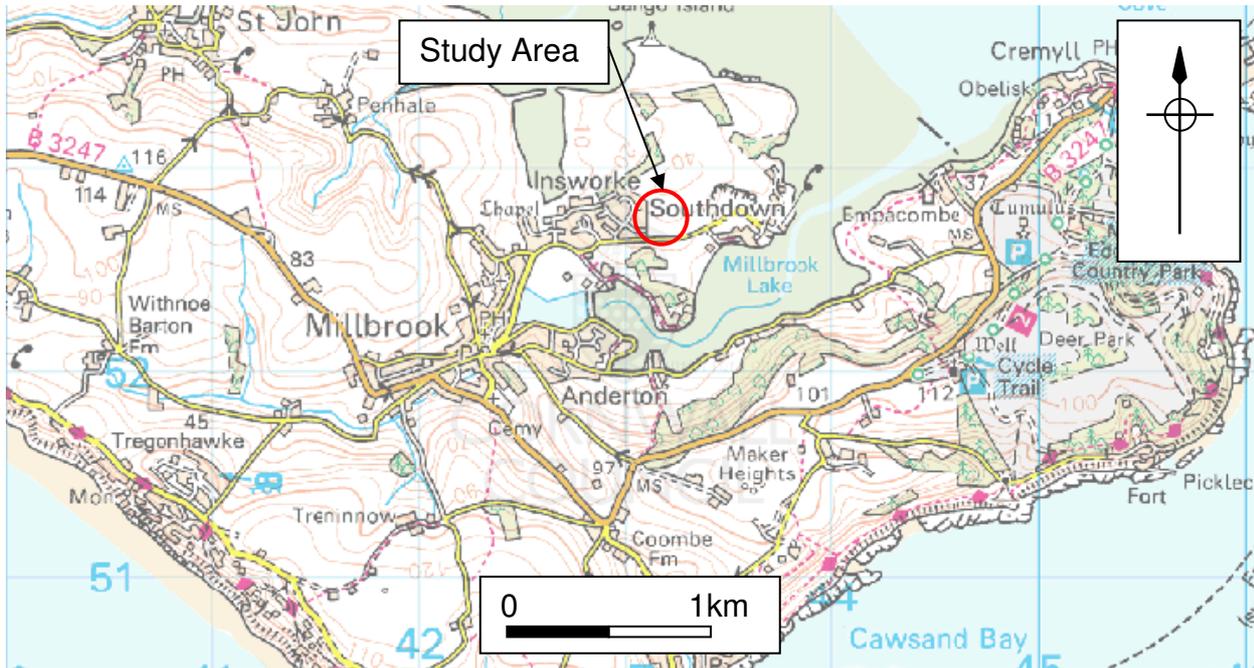


Figure 1 Location map. Courtesy of Cornwall Council.

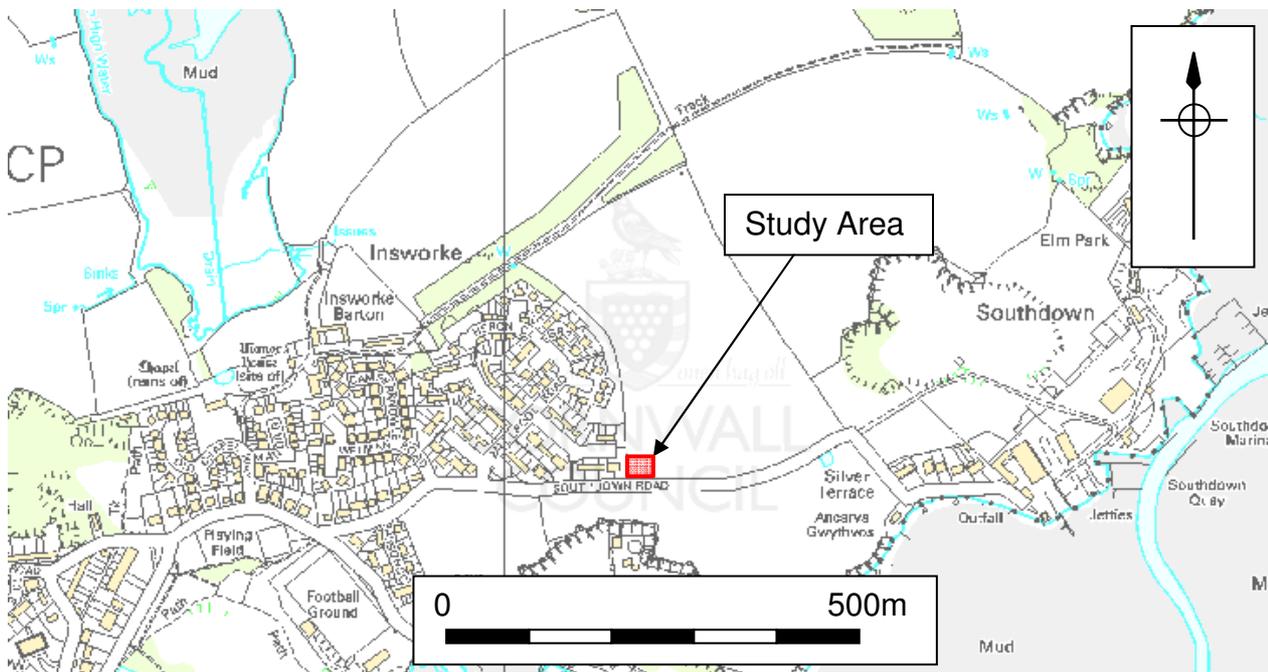


Figure 2 Location of study area. Courtesy of Cornwall Council.

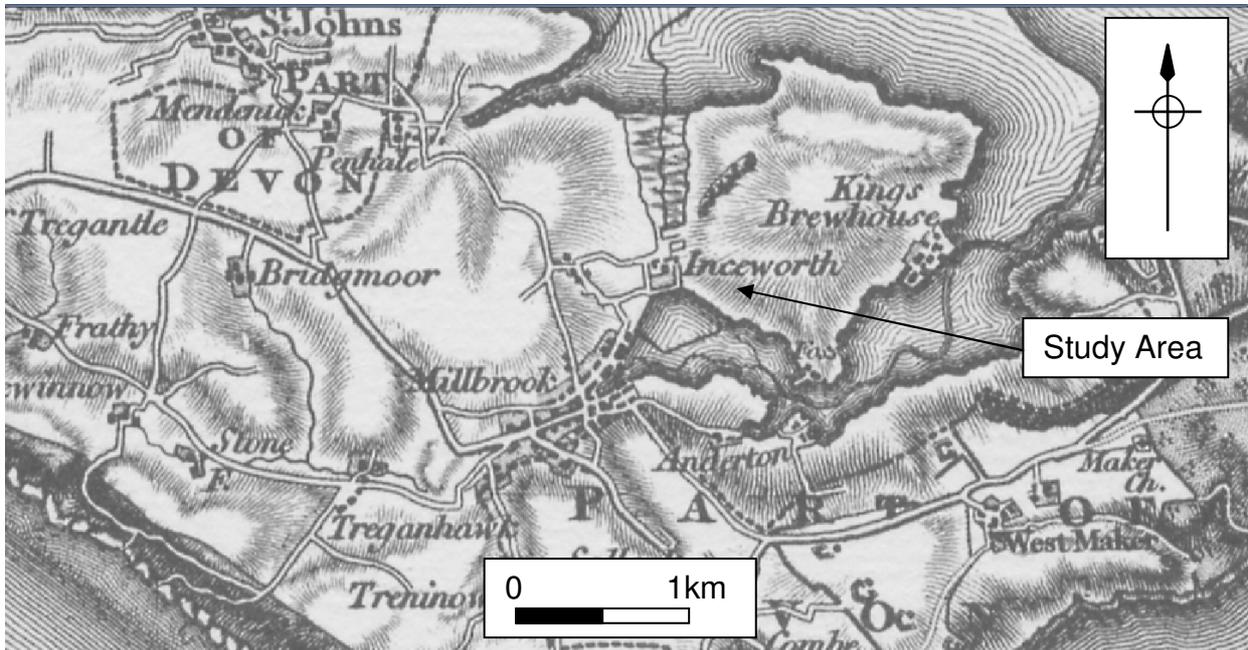


Figure 3 Ordnance Survey 1801 map showing Inceworth and Millbrook but not Southdown.



Figure 4 Tithe Map for Maker Parish 1841.



Plate 1 Excavated area. Looking east.

Appendix 1 Brief

Cornwall Council – Historic Environment Service

BRIEF FOR ARCHAEOLOGICAL RECORDING ('Watching Brief')

Date: 05 December 2011

Address: Land off Southdown Road, Millbrook, Cornwall

Applicant: Mrs K Blake, 8 Camperknowle Close, Millbrook, Torpoint, Cornwall, PL10 1QB

Agent: Mr John Wilks, Catchfrench, Trerulefoot, Saltash, Cornwall, PL12 5BY (This brief supplied to Lucy Jenkin, Mitchell Architects Ltd., 5 Church Street, Plymouth, Devon, PL3 4DT)

Historic Environment Planning Advice Officer: Phil Copleston, Historic Environment Service, Cornwall Council, Room 82, Luxstowe House, Liskeard, Cornwall, PL14 3DZ Tel. 01579 341406, Email: pcopleston@cornwall.gov.uk

Local Planning Authority Officer: Cheryl Stansbury, Planning & Regeneration, Cornwall Council, Luxstowe House, Liskeard, Cornwall, PL14 3DZ

This brief is only valid for six months. After this period the Historic Environment Planning Advice Officer (HEPAO) should be contacted. Any written scheme of investigation (WSI) resulting from this brief shall only be considered for the same period. The contractor is strongly advised to visit the site before completing their WSI as there may be implications for accurately costing the project.

Contractors Written Scheme of Investigation (WSI)

No ground works are to be undertaken until the HEPAO and the Local Planning Authority (LPA) have approved the archaeological contractor's WSI.

1 Introduction

This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording on land off Southdown Road, Millbrook to discharge condition 9 of planning application 08/00631/OUT placed on the development.

2 Site Location and Description

The site is located in the southwest portion of a field to the north of Southdown Road, centred on Ordnance Survey grid reference SX 43185 52690.

3 Planning Background

Planning application 08/00631/OUT was submitted on the 25 April 2008 and was for an outline application for the development of agricultural land for social housing. This application has been approved subject to ten conditions. Condition 9 states:

The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the

implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason: To ensure any archaeological features are recorded in accordance with Saved Policy EV1 of the Caradon Local Plan 1999.

4 Archaeological Background

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER) as situated within 'Anciently Enclosed Land' with a high potential for survival of buried archaeological remains. There are no known historic assets within the site, but there are several known archaeological sites nearby, including Insworke Medieval settlement and chapel approximately 500m to the west, and a prehistoric 'Round' (late Iron Age defended farmstead) located 600m to the northwest.

5 Requirement for Work

Ground works associated with the development may disturb buried archaeological remains. Therefore, an archaeological 'watching brief' is required in this instance and it is important that a suitably qualified archaeologist(s) is/are present during these works in order to identify and record any features of interest.

The site specific aims are to:

- Establish the presence/absence of archaeological remains
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site
- To provide further information on the archaeology of Millbrook from any archaeological remains encountered

6 General Methodology

- 6.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 6.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 6.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 6.4 All of the latest Health and Safety guidelines shall be followed on site.
- 6.5 The IfA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.
- 6.6 Terminology will be consistent with the English Heritage Thesaurus.

7 Archaeological Recording Methodology

- 7.1 Prior to the commencement of on site works the archaeological contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth, where appropriate.
- 7.2 An archaeologist shall be present during all ground works associated with the development, unless circumstances dictate a different approach. A toothless ditching bucket can be used for the removal of any overburden until the first archaeological horizon is exposed. This will then be hand cleaned as appropriate.
- 7.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.
- 7.4 Details of how all archaeological contexts and artefacts will be excavated, surveyed, recovered and recorded shall be provided. The site will be tied into the national grid.
- 7.5 Details of the site planning policy shall be given in the WSI. The normal preferred policy for the scale of archaeological site plans is 1:20 and sections 1:10, unless circumstances indicate that other scales would be more appropriate.
- 7.6 The photographic record shall consist of prints in both black and white and colour together with the negatives. Digital photography may be used for report illustration. For both general and specific photographs, a photographic scale shall be included. In the case of detailed photographs it may be appropriate to include a north arrow. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.
- 7.7 If significant archaeological deposits are exposed, all works must cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

8 Finds

- 8.1 All finds, where appropriate, will be retained from each archaeological context excavated.
- 8.2 All finds, where appropriate, shall be washed.
- 8.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.
- 8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.
- 8.5 The requirements for conservation and storage shall be agreed with the Royal Cornwall Museum prior to the start of work, and confirmed in writing to the HEPAO.

- 8.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 8.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 8.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 8.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

9 Human Remains

- 9.1 Any human remains which are encountered must initially be left in situ and reported to the HEPAO and the appropriate authorities (the Coroner), where appropriate. If removal is necessary this must comply with the relevant Government regulations. If burials are encountered their legal status must be ascertained and recording and/or removal must comply with the legal guidelines.
- 9.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 9.3 If human remains are to be removed this must be done with due reverence and in accordance to current best practice and legal requirements. The site must be adequately screened from public view. Once excavated, human remains must not be exposed to public view.

10 Results

- 10.1 The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the archaeological contractor, Cornwall Council Historic Environment Service and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 10.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 10.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 10.4 The report must contain:
 - A concise non-technical summary of the project results.
 - The aims and methods adopted in the course of the investigation.
 - A discussion of the archaeological findings in terms of both the site specific aims and the desk based research.
 - A location map, a drawing showing those areas examined as part of the archaeological recording, and copies of any archaeological plans and sections. All plans shall be tied to the national grid.

- All specialist reports and assessments.
- A summary of the archive contents and date of deposition.
- A context register with brief descriptions shall be included as an appendix.
- A copy of the brief and the approved WSI will be included as an appendix.

10.5 A contingency shall be made within the costs for full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

11 Archive Deposition

11.1 An ordered and integrated site archive will be prepared in accordance with Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006 upon completion of the project. The requirements for archive storage shall be agreed with the Royal Cornwall Museum. Please check the accessioning and deposition information on the Royal Cornwall Museum website <http://www.royalcornwallmuseum.org.uk/policies/> and fill in the 'Notification of Fieldwork' form. Once this has been accepted an accession number will be provided by the museum.

11.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Cornwall Record Office and with the Courtney Library of the Royal Institution of Cornwall.

11.3 The archive including a copy of the written report shall be deposited with the Royal Cornwall Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

11.4 Where there is only a documentary archive this will be deposited with the Cornwall Record Office as well as the Courtney Library of the Royal Institution of Cornwall.

11.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

11.6 A summary of the contents of the archive shall be supplied to the HEPAO.

11.7 Only on completion of 11.1 to 11.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

12 Monitoring

12.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

12.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

12.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

Appendix 2 WSI

Southdown Road

Millbrook, Cornwall.

Archaeological Recording: Written Scheme of Investigation

Author: Hayley Goacher BA (Hons) PlfA and
Matt Mossop MA MGSDip MIAI

Report Date: 13.2.2012

Client: Bibio Ltd

Proposal: Social housing development

Planning Reference: 08/00631/OUT Condition 9

Statutory Protection: Area of Great Landscape Value
Area of Great Scientific Value

Project No: AC12001E

Townland/Tenement: N/A

Civil Parish: Millbrook

District: East 2

County: Cornwall

National Grid Reference: SX 43185 52690

Proposed Fieldwork Dates: March 2012

Accession No: TBC

Archaeological Consultancy Limited

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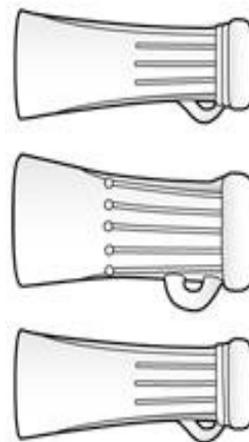
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Website www.archaeologicalconsultancy.com

England and Wales Registered Company No. 5784610

Archaeological
Consultancy Ltd.



1 Summary

Archaeological Consultancy Limited (AC) has been commissioned by Andrew Rigby of Bibio Ltd to provide a Written Scheme of Investigation for archaeological recording in accordance with a brief provided Phil Copleston, Historic Environment Planning Advice Officer (HEPAO), for a proposed development of social housing on land off Southdown Road, Millbrook (SX 43185 52690).

Copleston (Brief 2011) indicates that there are no known historic assets within the site, but there are several known archaeological sites nearby.

2 Site location

Copleston (Brief 2011) relates:

The site is located in the southwest portion of a field to the north of Southdown Road, centred on Ordnance Survey grid reference SX 43185 52690.

The underlying geology is of the Saltash Formation of slate and siltstone, predominantly mid-grey silty mudstones (British Geological Survey website).

3 Project background

3.1 Development background

Planning application 08/00631/OUT was submitted on the 25 April 2008 was for an outline application for the development of agricultural land for social housing. This application has been approved subject to ten conditions. Condition 9 states:

The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason: To ensure any archaeological features are recorded in accordance with Saved Policy EV1 of the Caradon Local Plan 1999.

A brief for the archaeological recording was provided by the Historic Environment Planning Advice Officer (HEPAO) on the 5th December 2011 (Copleston).

3.2 Archaeological and Historical background

Copleston (Brief 2011) relates:

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER) as situated within 'Anciently Enclosed Land' with a high potential for survival of buried archaeological remains. There are no known historic assets within the site, but there are several known archaeological sites nearby, including Insworke Medieval settlement and chapel approximately 500m to the west, and a prehistoric 'Round' (late Iron Age defended farmstead) located 600m to the northwest.

4 Project aims and objectives

The site specific aims are to:

- Establish the presence/absence of archaeological remains
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site
- To provide further information on the archaeology of Millbrook from any archaeological remains encountered.

5 Method statement

AC complies with the guidelines set out in the IfA's Standards and Guidance and follows the IfA code of conduct. Terminology will be consistent with the English Heritage Thesaurus.

All recording work will be undertaken in line with the brief (Copleston 2011), except where expressly stated below.

Monitoring

The HEPAO will monitor the work and will be kept regularly informed of progress.

Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

5.1 Desk-Based Assessment

This will draw together existing published and unpublished materials pertinent to the site including detailed searches and analyses of registers of archaeological sites, a map regression exercise and a review of available aerial photographs.

This will include material at the Cornwall HER, the Cornwall Record Office, the Courtney Library, the Cornish Studies Library, material available on Heritage Gateway, recent excavation reports and other material held in the AC library as appropriate.

5.2 Watching Brief

Controlled topsoil stripping under archaeological direction will be undertaken. Soil will be removed by JCB or equivalent machine with a grading or toothless ditching bucket, under archaeological supervision down to the natural subsoil or the top of any archaeological deposits as appropriate. All further relevant subsurface ground works during development of the site will be monitored by the archaeological team as appropriate. Hand cleaning and recording of deposits will be carried out as appropriate. Any features that will be destroyed or disturbed by the development will be archaeologically excavated and recorded appropriately down to the depth of likely impact.

Archaeological deposits will be drawn and photographed. Scaled monochrome photography will be used to document any remains. Scaled digital colour photography may augment this to provide general and detailed shots and may be used within the report. All negatives, contact prints and, where appropriate CDs, will be included in the archive accompanied by a photographic register detailing as a

minimum, feature number, location and direction of shot. Drawings will be standardised at 1:10 (sections) and 1:20 (plans), though other scales may be used as appropriate.

Significant finds will be cleaned, stabilised and marked with accession and context number and packed in accordance to RCM's guidelines.

Finds will be described and illustrated as appropriate in advance of any necessary specialist analysis, conservation, or discard. Any discard follows guidance from RCM and will be more specifically advised at post-excavation stage.

The requirements for conservation and storage shall be agreed in outline with the RCM prior to the start of work, though detailed requirements will be re-assessed following completion of fieldwork and confirmed in writing to the HEPAO.

If very significant archaeological deposits are exposed, or objects with very significant conservation costs, all work will cease and a meeting will be convened with AC staff, the client, the HEPAO and relevant RCM staff member if appropriate, to discuss the most appropriate way forwards.

Human remains

Any human remains which are encountered will initially be left *in-situ* and reported to the HEPAO and Coroner, and accorded appropriate respect. Their legal status will be ascertained and recording and/or removal will comply with legal guidelines.

If human remains are not to be removed their physical security will be ensured, preferably by back filling as soon as possible after recording.

If human remains are to be removed this will be done with due reverence and in accordance to current best practice and legal requirements. The site will be adequately screened from public view and excavated human remains will not be exposed to public view.

Treasure

Any finds believed to be defined by the recent Treasure Act will be recorded appropriately using the above methodology. Advice will be sought from the Portable Antiquities Scheme Officer and the find(s) will then be reported to the coroner within 14 days.

Environmental Sampling

Where appropriate, selected samples will be retrieved to obtain evidence for the date and function of significant features. Animal and burnt bone will be sampled by context as appropriate with 100% samples standard for likely medieval or earlier material. Other samples may include worked wood, structural timbers and other structural materials, 40 litre or smaller soil samples from primary deposits for wet sieving, chemical, lipid and pollen analysis and soil profiling. A number of these samples may be discarded following initial post-excavation analysis if they are found to be of less significant contexts.

5.3 Report and publication

A single archive report will be prepared to describe the results of the archaeological recording. A digital version will also be supplied on CD-ROM. The report will contain:

summary, aims and methods, discussion, specialist reports, archive summary and recommendations. It will also include a location map and other relevant plans and sections tied in to the OS grid. The context register, brief and approved WSI will be included as appendices.

Copies of the archive report will be submitted to: the client; the County Historic Environment Record (HER); Cornwall Record Office/Royal Cornwall Museum; National Monuments Record (NMR) in Swindon and all significant contributors where (with the exception of the client's and contributors' copies) they will be available for public consultation.

Contingency has been allowed to prepare a paper for Cornish Archaeology or other appropriate journal if significant archaeological deposits are encountered.

5.4 Archive

The site archive will be prepared in accordance with Management of Research Projects in the Historic Environment (MoRPHE) and *Conditions of Acceptance of Archaeological Archives* (RCM 2006) as appropriate upon completion of the project.

The archive report will be completed within 6 months of the end of the fieldwork. Following the completion of the final report and within a timescale to be agreed with the repository, the archive will be deposited in a suitable form with the Royal Cornwall Museum with appropriate accession number as provided by them. In the event that no finds are recovered a documentary archive will be deposited with the Cornwall Record Office. Deposition will be confirmed in writing to the HEPAO. Appropriate interim storage will be provided.

5.5 Web-based publications

The online OASIS record will be completed when the final report is submitted.

6 Project management and structure

6.1 Staff

The project will be managed by Matt Mossop of Archaeological Consultancy Ltd who will also direct the fieldwork and compile the reports and publications assisted by Hayley Goacher (AC) and additional staff as required. Archaeology students from Truro College may assist with the archaeological recording under appropriate archaeological supervision to further their practical skills in line with their course programme and required placements. Associated post-excavation is likely to be staffed by the same AC team or other staff of comparable skills and experience.

Matt Mossop MA MGSDip MIAI Project Manager

Matt has extensive archaeological experience in England, France and Ireland from 1992 onwards, becoming a licensed director in Ireland (2001). He has directed numerous excavations and presented papers for the World Archaeological Congress, Royal Society of Antiquaries of Ireland, universities and local groups in Ireland and the UK.

Hayley Goacher BA (Hons) PlfA Project Officer

Hayley completed her BA in archaeology at The University of Durham in 2009 and has archaeological experience, from 2004 onwards, of both excavation and post-

excavation, principally with contractual archaeological firms. She joined AC in July 2010 and has since undertaken a number of site assessments, walkover and photographic surveys, watching briefs and evaluations, most recently including Mudgeon Vean and Gwel An Mor.

Specialist contractors:

Carl Thorpe	Finds	HES
Imogen Wood	Ceramics	
Laura Ratcliffe	Conservation	RCM
Gordon Cook	C14 dating	SUERC
Dr Ben Gearey	Environmental Analysis and Osteology Birmingham Archaeo-Environmental	

Whilst we endeavour to avoid changes to senior project staff, AC reserves the right to change the nominated personnel if necessary.

6.2 Project facilities and infrastructure

The project will be based at the AC office in Halvasso, Penryn. AC has a computer network running Windows XP Professional and Vista. Report texts are generated in Word 97-2003 and Pdf.

6.3 Health and safety

AC will ensure that all work is carried out to standards defined in the Health and Safety at Work Act 1974 and The Management of Health and Safety Regulations 1992, and in accordance with Health and Safety in Field Archaeology (2006) endorsed by the Standing Conference of Archaeological Unit Managers.

A risk assessment will be prepared for the site work and all staff will be briefed on the contents of the final version. Personal protective equipment will be issued and used as required.

6.4 Insurance

AC has adequate insurance for employer's liability, public liability and professional indemnity. Further details are available on request.