

Park Hill House, St Stephens, Launceston, Cornwall

Archaeological Watching Brief



Historic Environment Projects

Report No

2010R144

Report Name

Park Hill House, St Stephens, Launceston,
Cornwall

Report Author

C.M. Thorpe

Event Type

Watching Brief

Client Organisation

Mr Stephen Pethick

Client Contact

Monuments (MonUID)

Fieldwork dates (From)

25/10/10

(To)

28/10/10

(Created By)

CMT

(Create Date)

02/11/10

Location (postal address; or general location and parish)

Park Hill House
St Stephens,
Launceston

(Town - for urban sites)

(Postcode)

(Easting) X co-ord

SX 32399

(Northing) Y co-ord

85824

List of Figures

- Cover Topsoil removal on the building plot.
- Fig 1 Site location
- Fig 2 1880 OS map
- Fig 3 1909 OS map
- Fig 4 Site plan showing features encountered and location of recorded sections.



Historic Environment, Cornwall Council is a Registered Organisation with the Institute for Archaeologists

Project background

HE Projects was commissioned by Mr Stephen Pethick to undertake a programme of archaeological recording ahead of the construction of new houses at the rear of Park Hill House, St Stephens, Launceston (Fig 1). The development was set within an area of approximately 0.12 Ha (Fig 4).

The development was the subject of a planning condition, which required that archaeological recording took place ahead of construction (20070/016204).

Phil Copleston (Historic Environment Planning Advice Officer, Cornwall Council) produced a brief for archaeological recording (Appendix 1) and was consulted over the requirements for the archaeological recording. A written scheme of investigation, outlining the methodology for archaeological recording was produced (05/07/10) by Andy Jones (Senior Archaeologist, HE Projects) in response to Phil Copleston's brief (Appendix 2).

Location and setting

The settlement adjacent to St Stephen's church was a town in pre-Norman times. The Domesday Book states that 'the Count of Mortain took away a market from this manor, which lay there before 1066; value 20s' and a 12th charter repeats the above, and states that the Canons retained for themselves and the burgesses of (old) Launceston all the liberties of the borough except the market. In 1377, the town had 420 taxpayers. The probable extent of the medieval town is approximately defined by North Street, Underhayes, and including the churchyard and vicarage to the east. It has also been suggested that the pre-Conquest town had a defensible enclosure. The importance of the town is shown by the fact that there was a mint there as early as AD 976, which issued coins until c. 1160 (Sheppard 1980).

Prior to the fieldwork a number of sites were identified in the vicinity of the development area from the Cornwall and Scilly Historic Environment Record (CSHER). They included:

- The proposed development is sited within the limits of the early/medieval settlement (2596).
- The alleged position of the medieval mint lies to the east of the development area (2607).
- The medieval church of St Stephens lies to the south east of the development area (2615).
- The remains of a medieval building, possibly associated with the church were uncovered in 1972 to the east of the church (2615.20).

The site itself is located on the northern edge of the medieval settlement. The actual extent of the early medieval/medieval settlement is not known, so this site was important in that it had the potential for clarifying the extent of the settlement and for finding early medieval, or medieval remains.

The access road crossed a field currently in pasture. The building plot was recently being used as a small holding for vegetables, but has also been utilised as a turkey/chicken farm.

The underlying geology consists of interbedded mudstone and sandstone of the Crackington Formation of belonging to the Carboniferous Period.

Aims and objectives

The aims of the project were:

- To record archaeological features, layers and finds affected by the works.
- To establish the extent, condition, significance and character of the archaeological resource.
- To establish the presence/absence of archaeological remains.
- To identify any artefacts relating to the occupation of the site.
- The dissemination and publication of the results.
- The long-term conservation of the project archive in appropriate conditions.

Working methods

The archaeological work was undertaken as an 'archaeological watching brief', with the soil strip being done under archaeological supervision using a machine fitted with a toothless bucket. The soil was stripped cleanly to a level at which archaeological features or layers were revealed (ie, the top of the first archaeologically significant horizon or the natural, whichever was highest). Machines did not run over the stripped area until the archaeological works were completed.

The area uncovered was then inspected by an archaeologist and any archaeological features or layers exposed were investigated being carefully excavated by hand and recorded by written description, plan and section and photographic record as appropriate.

Features were plotted onto a site plan at a scale of 1:250 based on an Ordnance Survey map of the same scale, being measured in from fixed locatable points on the ground marked on the map. Sample sections (nature of soil depth, layers present, etc) were also noted across the field (Fig 4).

Results

The Access Road (Fig 4)

The area stripped for the access road was 5m wide, approximately 35m long, and reached a maximum depth of 0.25m. This road cut across a field which was used for grazing. The soil profile observed consisted of 0.05m of grass roots and topsoil overlying 0.10m of grey-brown clay loam, and 0.08m of orange-brown clay. Pale grey-brown clay with decayed mudstone fragments (decayed natural bedrock) was recorded at the base of the profile.

A line of paired ditches was recorded running the length of the track from west to east. These two ditches were set approximately 1.8m apart and were perpendicular to the current field boundary that ran alongside the road. These ditches marked the line of a removed field boundary hedge. No dating evidence was obtained for this boundary which does not appear on either the 1880 OS map (Fig 2) or the 1909 OS Map (Fig 3). It is of possibly earlier post-medieval origin.

At the eastern end of the road, some 5m south of the removed field boundary, four mortared post pads were observed forming a rectangular pattern. Each pad measured 0.5m square and from east to west were set approximately 1.5m apart while from north to south were 2.5m apart. At the centre of each was a 0.15m diameter hole originally for a wooden post. It is uncertain what these pads represent as the full extent of the structure was not uncovered, however the size of the wooden posts utilised suggest a fairly substantial structure, perhaps a barn? Broken white china incorporated within the mortar suggest a 19th century or later date for this structure, though no structure is portrayed here on either the 1880, or 1909 OS maps.

The Building Plot

Several sections were recorded within the building plot, full descriptions of which can be found in the site archive. The basic profile observed within the building plot consisted of 0.05m of grass, roots and topsoil overlying 0.25m of grey-black clay loam, and 0.20m of grey-brown clay, this in turn being on top of pale grey clay at the base of the trench. The thickness of this profile varied from 0.35m to 0.40m.

Apart from sherds of Modern White Glazed stoneware (china) and post-Medieval Glazed Red Earthenware found in both the plough-soil and lower subsoil dating from the 19th or 20th centuries (not retained), no other artefacts were recorded.

A modern ceramic drainage system (late 19th or early 20th century) was uncovered crossing the middle of the site running from west to east, with several connecting side branches. This system was long out of use having been fully choked with silt.

Spread randomly across the site were approximately 20 pits filled with animal bone, including those from a cow. As these bones had been wrapped in fertiliser bags, and tied with bailer twine they were obviously of modern origin and not investigated further.

No other features of archaeological interest were seen over the area of the site and it was observed that the development had very little or no impact on any significant buried remains. There is therefore no indication that the early medieval and medieval settlements extended this far to the north, though it is possible that there was more intensive activity along the road frontage to the west.

Project archive

The HE project number is **2010076**

The project's documentary, photographic and drawn archive is housed at the offices of Historic Environment, Cornwall Council, Kennall Building, Old County Hall, Station Road, Truro, TR1 3AY. The documentary archive in due course shall be deposited with the Cornwall Record Office, but in the medium term will be stored at Pound and Co. All digital records will be filed on the Cornwall Council network. The contents of this archive are as listed below:

1. A project file containing site records and notes, project correspondence and administration.
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE728/1-2).
3. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.Q-T\St Stephens, Park Hill House watching brief, Launceston 2010076
4. This report text is held in digital form as: G:\Historic Environment (Documents)\HE Projects\Sites\Sites S\St Stephens, Park Hill House, Launceston WB 2010076

No artefacts were retrieved during the project.

Bibliography

Sheppard, PA. 1980. *The Historic Towns of Cornwall*. 79 Cornwall Committee for Rescue Archaeology, Truro

Appendix 1: Brief for Archaeological Recording

Date: 23 June 2010

Address: Park Hill House, St Stephens, Launceston, Cornwall

Applicant: Werrington Estate, The Estate Office, Werrington Park, Launceston, Cornwall, PL15 8TR

Agent: Trewin Design Partnership, No.1 Stanhope Square, Holsworthy, Devon, EX22 6DR (this brief supplied to Steve Pethick, Tor View, South Petherwin, Launceston, Cornwall, PL15 7JZ)

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: David Tappsell, Planning & Regeneration, Cornwall Council, 3-5 Barn Lane, Bodmin, Cornwall, PL31 1LZ

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 at Park Hill House to discharge condition 12 of planning application 2007/01604 placed on the development.

2 Site Location and Description

Park Hill House, St Stephens, Launceston, Cornwall is located at Ordnance Survey grid reference SX 32397 85816.

3 Planning Background

Planning application 2007/01604 was submitted on the 9 August 2007 and was for the erection of three dwellings. This application has been approved subject to 14 conditions. Condition 12 states:

No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation to be submitted by the applicant and approved in writing by the Local Planning Authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPG16 Archaeology and Planning.

4 Archaeological Background

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER) as of archaeological interest as the site lies within the medieval core of St Stephens. As far as is known, no previous archaeological investigations have been undertaken in this area of St Stephens. The site is however included within the St Stephens Conservation Area Appraisal (April 1990), and the Launceston, Cornwall & Scilly Urban Survey (July 2005).

5 Requirement for Work

Ground works associated with the development may disturb buried archaeological remains. It is expected that the required archaeological recording will be at the level of a watching brief. It is therefore 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 Park Hill House and the wider area 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 appropriate 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: Written Scheme of investigation for Archaeological Mitigation at Park Hill house, Launceston

1. Introduction

1.1 Background

Historic Environment Projects, Cornwall Council have been requested by Mr Stephen Pethick to provide a project design and estimate for a programme of archaeological recording ahead of the construction of an access road and 3 dwellings at Park Hill House, St Stephens, Launceston. The development will cover an area of approximately 0.12 HA. These investigations will be required as part of planning condition (20070/016204). The condition will contain a form of the following words:

'No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation to be submitted by the applicant and approved in writing by the Local Planning Authority'.

Phil Copleston (Historic Environment Planning Advice Officer, Cornwall Council) has produced a brief for archaeological recording (22/6/10) and has been consulted in the preparation of this project design and his requirements for archaeological recording have guided this project design and estimate.

1.2 Historical background

The settlement adjacent to St Stephen's church was a town in pre-Norman times. The Domesday Book states that 'the Count of Mortain took away a market from this manor, which lay there before 1066; value 20s' and a 12th charter repeats the above, and states that the Canons retained for themselves and the burgesses of (old) Launceston all the liberties of the borough except the market. In 1377, the town had 420 taxpayers. The probable extent of the medieval town is approximately defined by North Street, Underhayes, and including the churchyard and vicarage to the east. It has also been suggested that the pre-Conquest town had a defensible enclosure. The importance of the town is shown by the fact that there was a mint there as early as 976 AD, which issued coins until c. 1160.

The development is situated within an area which has been classified as being a mixture of "Urban Development" and "Anciently Enclosed Land". "Urban Development" consists of built-up areas, beginning with the larger villages and extending upwards in size. It contains a number of settlement types, small towns, often with medieval origins. "Anciently Enclosed Land" frequently contains buried archaeological remains dating to medieval and earlier periods. A number of sites have been identified in the vicinity of the development area from the Cornwall and Scilly Historic Environment Record (CSHER). They include:

- The proposed development is sited within the limits of the early/medieval settlement (2596).
- The alleged position of the medieval mint lies to the east of the development area (2607).
- A medieval church of St Stephens lies to the east of the development area (2615).
- The remains of a medieval building, possibly associated with the church were uncovered in 1972 to the east of the church (2615.20).

Potential sites

There is potential for buried archaeological sites to survive within the project area and there is the scope for the survival of previously unrecorded archaeological remains and artefacts of all periods.

2. Aims and objectives

- To ensure that the site works are carried out in such a way as to allow recording as set out in this Written Scheme of Investigation.
- To establish the presence/absence of archaeological remains and record archaeological features and deposits affected by the scheme.
- To 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 deposit the archive (including any finds) with the relevant museum and disseminate the results of discoveries as a concise archive report and, if merited, wider publication.

2.1 Key objectives are:

- To locate and identify and record prehistoric and/or medieval settlement activity in the area of the development, thereby providing further information on the archaeology of Park Hill House and the surrounding area. The project will be significant in helping to define the extent and character of the medieval settlement of St Stephens

3. Methodology

The archaeological programme will follow five stages: fieldwork; archiving; assessment; analysis; final publication.

3.1 Fieldwork

3.1.1 Archaeological Recording

The soil strip should be carried out under archaeological supervision using a machine fitted with a toothless bucket. The soil will be stripped cleanly to a level at which archaeological features or layers can be expected to be revealed (ie, top of the "natural"). **Machines will not run over the stripped area until the archaeological works are complete.** The area will then be inspected by an archaeologist and any archaeological features or layers exposed in the stripped area will be carefully excavated by hand and archaeologically recorded by written description, plan and section and photographic record as appropriate by an HE Projects archaeologist.

During the archaeological recording the archaeologist will:

- Identify and record any archaeological features that are revealed in the stripped area; the level of recording will be appropriate to the character/importance of the archaeological remains.

If complex and/or significant archaeological deposits are encountered then the archaeological requirements should be reviewed by the client, the Historic Environment Planning Advice Officer and HE Projects. **In the event that remains cannot be preserved *in situ* then full-scale excavation may be required.** A contingency should be allowed to record any significant archaeological remains which are uncovered during the stripping. The significance of the remains should be agreed between the client, the Historic Environment Planning Advice Officer and HE Projects.

Where necessary the detailed archaeological recording may include:

- Excavation of archaeological features exposed in the stripped area and plotting them onto a base map.
- Production of plans and section drawings of the excavated features and recording of features using a continuous numbering system.
- Retrieval of artefacts.

Recording - general

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey Landline (electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.
- All features and finds will be accurately located at an appropriate scale. Sections will normally be drawn at 1:10 and plans at 1:20.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.
- Photography: scaled monochrome photography will be used as the main record medium, with colour digital images used more selectively and for illustrative purposes. This will include both general and site specific photographs. Photographs should have a scale and detailed ones should include a north arrow.
- Drawings and photographs will be recorded in a register giving details of feature number and location.
- Sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within significant archaeological features (ditches and pits, etc) will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Regional Advisor for Archaeological Science).
- If human remains are discovered on the site the Historic Environment Planning Advice Officer and the Ministry of Justice will be informed. All recording will conform to best practice and legal requirements.
- If human remains are uncovered, which require excavation, they will be will be excavated with due reverence. The site will be adequately screened from public view. Once excavated, human remains must not be exposed to public view.
- If human remains are not to be removed their physical security will be ensured, by back filling as soon as possible after recording.

3.2 Treatment of finds

The archaeological fieldwork may produce artefactual material.

- All finds in significant stratified contexts predating 1800 AD (eg, settlement features) should be collected by context and described. Post medieval or modern finds may be disposed of at the cataloguing stage. This process will be reviewed ahead of its implementation.
- All finds will be collected in sealable plastic bags which will be labelled immediately with the context number or other identifier.

3.3 Archiving

Following review with the HE Project Manager the results from the fieldwork will be collated as an archive. This will involve washing and cataloguing of finds, the indexing and cross-referencing of photographs, drawings and context records.

All finds, etc will be stored in a proper manner (being clearly labelled and marked and stored according to HE guidelines).

- All records (context sheets, photographs, etc) will be ordered, catalogued and stored in an appropriate manner (according to HE guidelines).
- The site archive and finds will initially be stored at HE premises and transferred to the Royal Cornwall Museum and the RCM conditions for archives will be followed. The RCM will be notified of the commencement of the project and included in discussions for sampling and disposal as appropriate.

- In the event that there are no finds or they are retained by the owner, the documentary archive in due course shall be deposited with the Cornwall Record Office, but in the medium term will be stored at Pound and Co. All digital records will be filed on the Cornwall Council network.

3.4 Archive report

The results from the fieldwork will be presented in a concise report. Copies of the report will be distributed to the Client, the County Archaeologist and the local and main archaeological record libraries. A PDF copy of the report will be produced.

This will involve:

- producing a descriptive text;
- producing maps and line drawings;
- selecting photographs;
- report design;
- report editing;
- dissemination of the finished report
- deposition of archive and finds in the Royal Cornwall Museum, Truro.

The report will have the following contents:

- Summary - Concise non-technical summary.
- Introduction - Background, objectives, aims and methods.
- Results - Factual description of the results of the various aspects of the project, with separate sections as necessary for discussion/interpretation and potential for further analysis.
- Discussion - Discussion of the interpretation of the results, highlighting information gained on a chronological or thematic basis
Recommendations for further analysis and publication.
- Archive - A brief summary and index to the project archive.
- Appendix - A copy of the project brief.
- A copy of the WSI
- Illustrations - General location plan.
- Detailed location plans to link fieldwork results to OS map.
- Selected plans and section drawings (as appropriate).
- Finds drawings (if appropriate).
- Photographs (if appropriate).

3.5 Assessment/analysis

The structural and stratigraphic data and artefactual material will be assessed to establish whether further analyses and reporting is appropriate. The outline of the final report, and the work required to produce it will be determined in an updated project design.

In the event of significant remains being recovered (eg, prehistoric or medieval artefacts) it may be appropriate to:

- Consult with the Historic Environment Planning Advice Officer over the requirements for assessment, analysis and reporting.
- Liaise with specialists (eg, artefacts) to arrange for assessment of the potential for further analysis and reporting.
- Arrange for specialist analyses, where appropriate.

3.6 Final publication

In the event of significant remains being recorded the scope and final form of the report will be reviewed; for example in addition to an archive report the results should be published in an academic journal (eg, *Cornish Archaeology*).

4. Monitoring

- This written scheme of investigation will need to be approved by the Planning authority.
- The recording exercise will be monitored. The Historic Environment Planning Advice Officer should be informed 1 week in advance of the intention to start the recording.
- HE Projects will liaise with the Historic Environment Planning Advice Officer to advise on the programme and progress of work, and agree site meetings as required.
- A summary of the results will be presented to the Historic Environment Planning Advice Officer within 1 month of the completion of the fieldwork.
- In the event that significant remains are encountered an updated project design will be agreed with the Historic Environment Planning Advice Officer.

5. Project Staff

An experienced archaeologist employed by HE will carry out the archaeological fieldwork. The report will be compiled by experienced archaeologist(s) employed by HE.

Relevant experienced and qualified specialists will be employed to undertake appropriate tasks during the assessment and analysis stages of the project.

The project will be managed by a manager who is a Member of the Institute for Archaeologists, who will:

- Take responsibility for the overall direction of the project.
- Discuss and agree the objectives and programme of each stage of the project with project staff, including arrangements for Health and Safety.
- Monitor progress and results for each stage.
- Edit the project report.

6. Timetable

The archiving and archive report will be completed within 12 months of the ending of the excavations. The timetable for further stages of assessment, analyses and publication will be agreed with Historic Environment Planning Advice Officer in the light of the results of the excavations.

7. Health and safety during the fieldwork

7.1 Health and safety statement

Historic Environment is within the Environment, Planning and Economy Directorate of Cornwall Council. The HE projects team follows Cornwall Council's *Statement of Safety Policy*. For more specific policy and guidelines the Unit uses the manual *Health and Safety in Field Archaeology* (2002) endorsed by the Standing Conference of Archaeological Unit Managers.

Prior to carrying out any excavations HE will carry out a risk assessment

8. Insurance

As part of Cornwall Council, HE is covered by Public Liability and Employers Liability Insurance.

9. Standards

The HE follows the Institute for Archaeologists' Standards and Code of Conduct and is a Registered Archaeological Organization.

As part of Environment, Planning and Economy Directorate of Cornwall Council, the HE projects team has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

10. Copyright

Copyright of all material gathered as a result of the project will be reserved to the Environment, Planning and Economy Directorate of Cornwall Council. Existing copyrights of external sources will be acknowledged where required.

This project design and estimate is the copyright of Historic Environment, Cornwall Council.

Use of the material will be granted to the client.

11. Freedom of Information

All information gathered during the implementation of the project will be subject to the rules and regulations of the Freedom of Information Act 2000.

Notes

- It is assumed that the client will supply the mechanical excavator. The cost is not included in the attached estimate.
- The client will be responsible for the Health and Safety arrangements onsite (including fencing, etc), and it is assumed that welfare facilities will be made available.
- In the event that human remains are uncovered the client will ensure that appropriate screening is put in place.
- The post excavation programme (assessment, analysis and reporting) will need to be reviewed in the light of the fieldwork.

Dr Andy Jones 5/7/10
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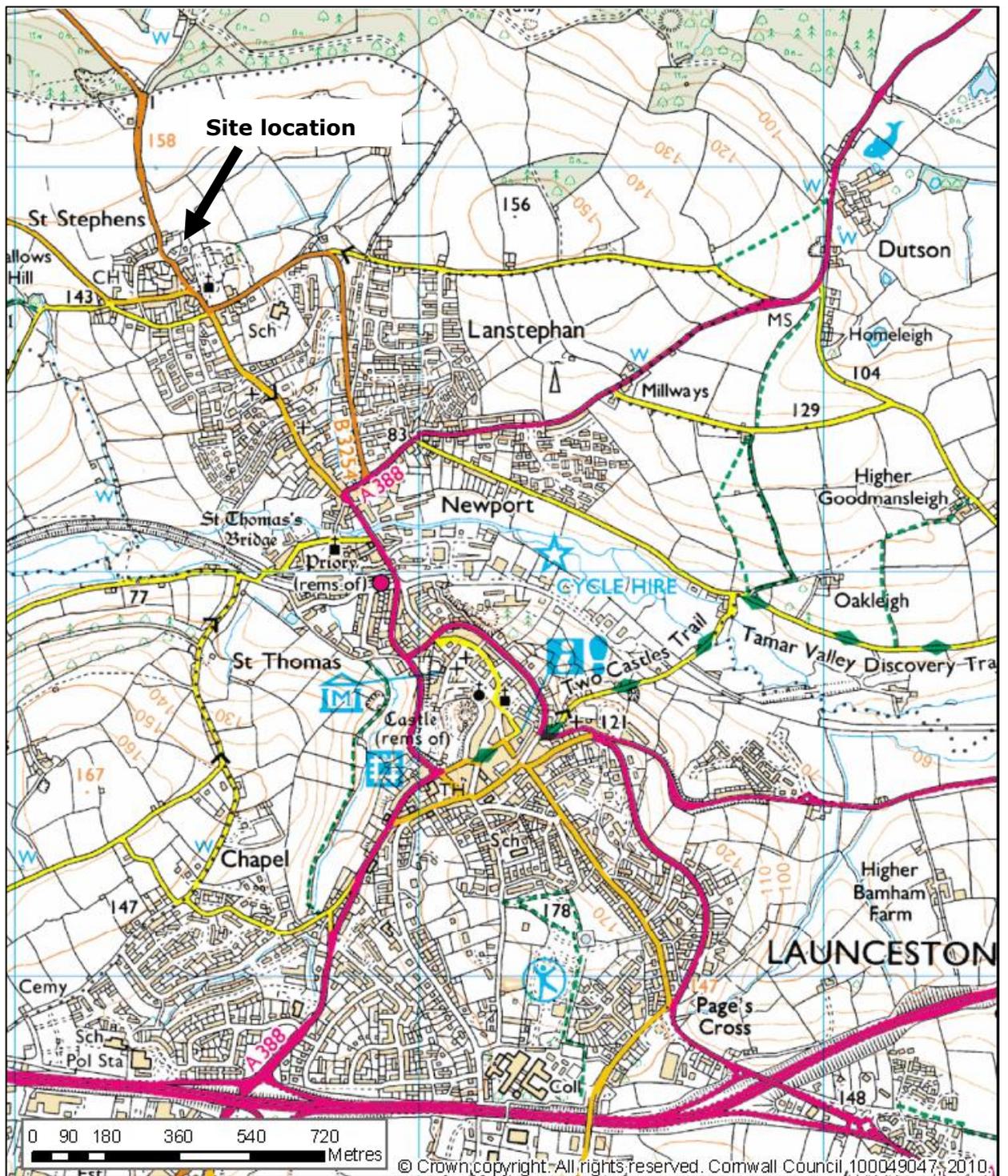


Figure 1. Site location

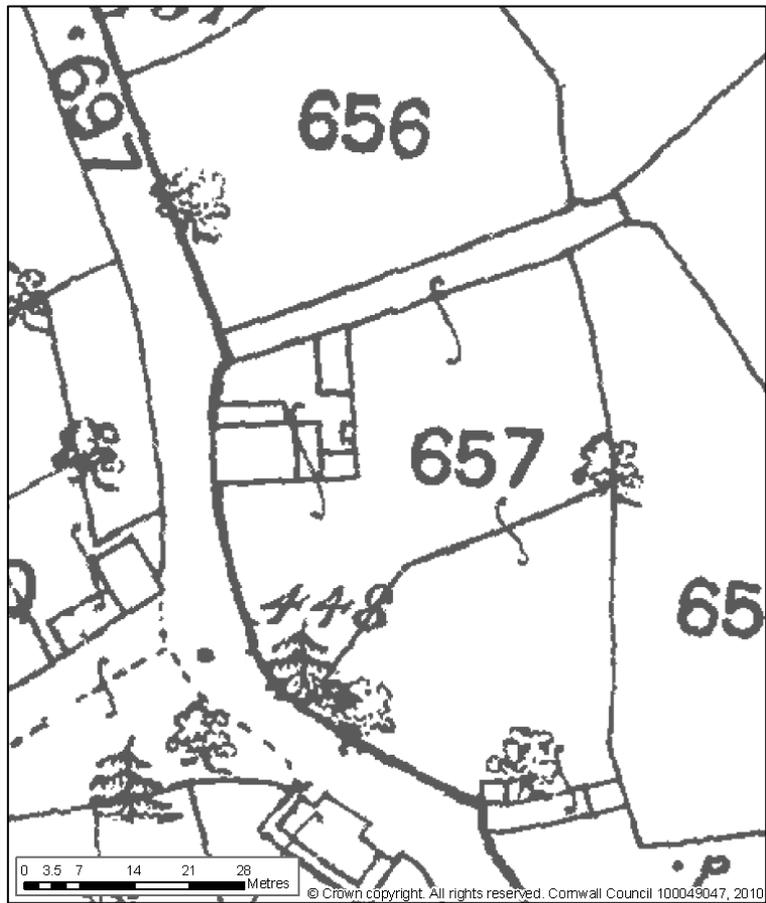


Figure 2. Site. 1880 OS map.

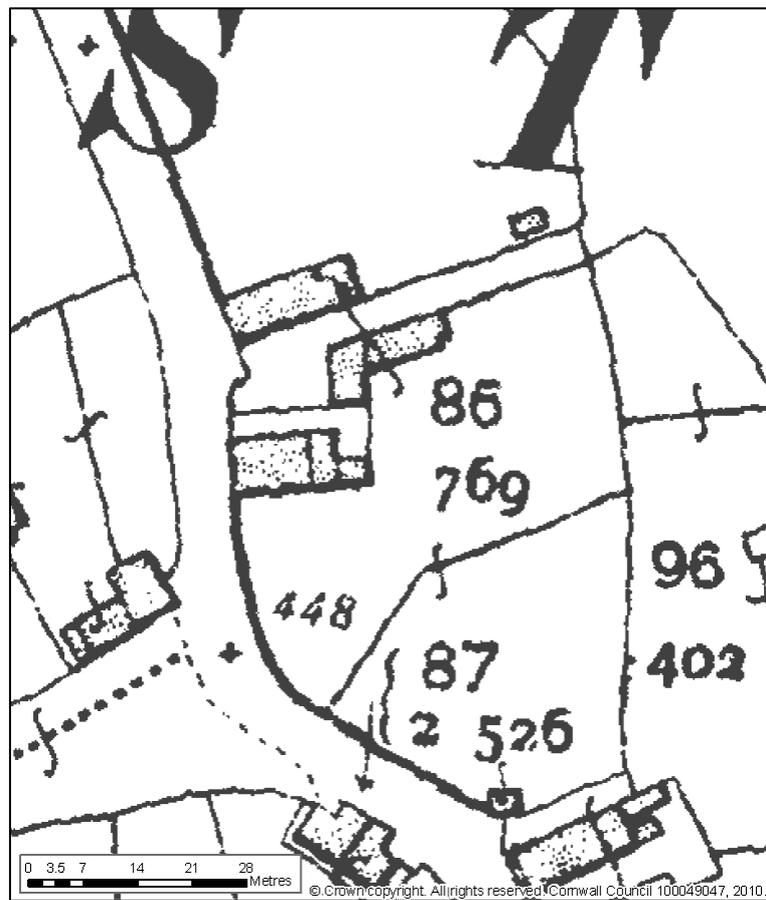


Figure 3. Site. 1909 OS map.

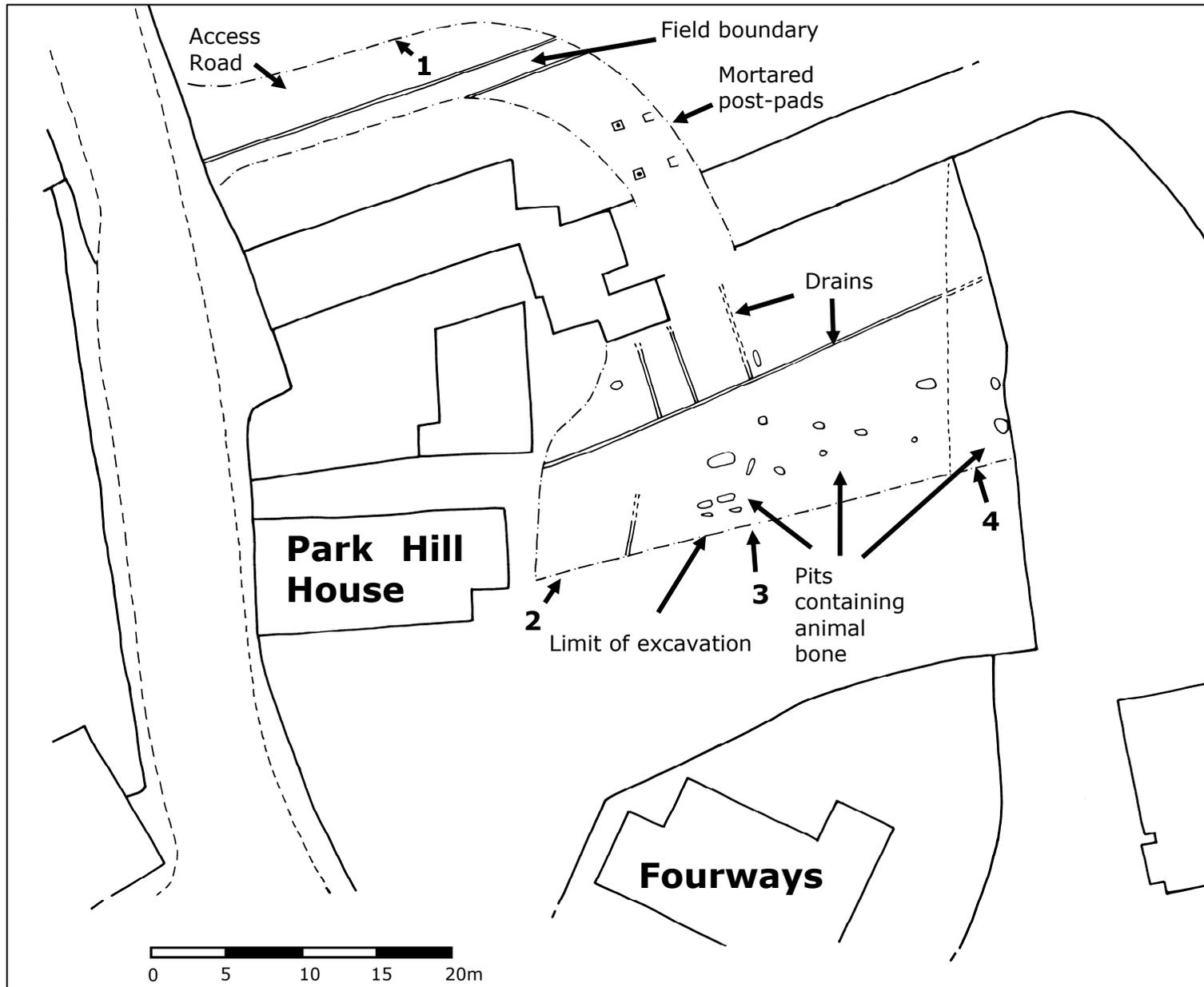


Figure 4. Site plan showing features encountered and location of recorded sections (numbered). © Crown copyright. All rights reserved. Cornwall Council 100049047, 2010.