

## **BRIEF FOR ARCHAEOLOGICAL MONITORING AND RECORDING**

**Location: 2 Rock View, Devon Consuls, Gulworthy,**

**Parish: Gulworthy**

**District: West Devon**

**County: Devon**

**NGR: 242683,73528**

**Planning Application no: 00728/2010**

**Proposal: Householder application for erection of extension to house plant room**

**Historic Environment Service ref: ARCH/DM/ED/16943**

### **1. INTRODUCTION AND ARCHAEOLOGICAL BACKGROUND**

1.1 This brief has been prepared by the Devon County Council Historic Environment Service (HES) with regard to the archaeological works required as a condition of planning consent for the above works. This brief has been produced specifically for the above planning application and may require alteration if this application is revised, amended or resubmitted. This document is not transferable to any other scheme or planning application.

1.2 In accordance with PPS5 *Planning Policy Statement 5: Planning for the Historic Environment* (2010), and the Local Development Framework Policy on archaeology, consent has been granted, conditional upon a programme of archaeological work being undertaken. This condition requires that:

*'No development shall take place until the applicant 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 by the Local Planning Authority.'* The development shall be carried out at all times in strict accordance with the approved scheme, or such other details as may be subsequently agreed in writing by the Local Planning Authority.

1.3 The principal objective of the programme shall be to observe, investigate, excavate and record any surviving below-ground archaeological artefacts and deposits across the area affected by the proposed development.

1.4 The proposed development will have an impact upon the setting of a listed building and lies in an area of archaeological significance within the Cornwall and West Devon Mining Landscape World Heritage Site. The information submitted in support of this application suggests that the plant room may be associated with a ground heat exchange system - the construction of which may involve extensive ground disturbance. If this system is chosen as the heat source for the plant room then groundworks for its construction may expose and destroy archaeological deposits and artefacts associated with the mining activity in the vicinity. Drawing 20804 submitted in support of this application show that it is proposed to "shape ground into shallow terraces" on the north side of the dwellings - these groundwork too have the potential to expose archaeological and artefactual evidence.

1.5 This Brief covers the application area as defined in the plans submitted in support of this application.

### **2. WRITTEN SCHEME OF INVESTIGATION**

2.1 This document sets out the scope of the works required to record the extent and character of any surviving archaeological deposits within the application area and will form the basis of the *Written Scheme of Investigation* (WSI) to be prepared by the archaeological consultant.

2.2 The Written Scheme of Investigation must be submitted by the applicant or on their behalf by their agent or archaeological consultant and approved by the HES and the Local Planning Authority *prior* to any development commencing on site.

### **3. PROGRAMME OF ARCHAEOLOGICAL WORKS**

#### **3.1 Desk-based assessment**

This desk-based work will only be undertaken if archaeological features or deposits are exposed by these works. However, the applicant should supply the contracting archaeologist a copy of the archaeological appraisal undertaken by Robert Waterhouse and submitted in support of this application to the LPA.

If any desk-based work is required this will comprise of a desk-based *appraisal* of the site to place the development area into its historic and archaeological context. This work will consist of map regression based on the Ordnance Survey maps and the Tithe Map(s) and Apportionments. An examination will also be made of

records and aerial photographs held by the HER. The reporting requirements for the desk-based work will be confirmed in consultation with the HES.

If a full report is prepared then this information will be presented as part of the final report along with the results of the fieldwork.

### 3.2 Monitoring and Recording of Groundworks

Topsoil stripping and all groundworks across the site should be undertaken by a 360° tracked or wheeled JCB-type mechanical excavator fitted with a toothless grading bucket under the supervision and control of the site archaeologist to the depth of formation, the surface of *in situ* subsoil/weathered natural or archaeological deposits whichever is highest in the stratigraphic sequence. Should archaeological deposits be exposed machining will cease in that area to allow the site archaeologist to investigate the exposed deposits.

If it becomes apparent that the ground affected by these works is archaeologically sterile then there will be no requirement to monitor the entire scope of the works after consultation with the HES..

3.3 Archaeological features and deposits will be cleaned and excavated by hand and will be fully recorded by context as per the Institute for Archaeologists' *Standard and Guidance for an Archaeological Watching Brief* (1994 - revised 2008). All features shall be recorded in plan and section at scales of 1:10, 1:20 or 1:50. All scale drawings shall be undertaken at a scale appropriate to the complexity of the deposit/feature and to allow accurate depiction and interpretation.

As a minimum:

i) small discrete features will be fully excavated;

ii) larger discrete features will be half-sectioned (50% excavated); and

iii) long linear features will be sample excavated along their length - with investigative excavations distributed along the exposed length of any such feature and to investigate terminals, junctions and relationships with other features.

Should the above % excavation not yield sufficient information to allow the form and function of archaeological features/deposits to be determined full excavation of such features/deposits will be required. Additional excavation may also be required for the taking of palaeoenvironmental samples and recovery of artefacts.

Any variation of the above will be undertaken in agreement with the HES.

3.4 Spoil will be examined for the recovery of artefacts.

3.5 Should deposits be exposed that contain palaeoenvironmental or datable elements appropriate sampling and post-excavation analysis strategies will be initiated. The project will be organised so that specialist consultants who might be required to conserve or report on finds or advise or report on other aspects of the investigation (e.g. palaeoenvironmental analysis) can be called upon and undertake assessment and analysis of such deposits - if required. On-site sampling and post-excavation assessment and analysis will be undertaken in accordance with

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English Heritage's guidance in *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation 2002*.

3.6 In the event of particularly significant discoveries, the HES will be informed and a site meeting between the consultant, the HES and the client/applicant to determine the appropriate mitigation.

3.7 An adequate photographic record of the excavation will be prepared. This will include photographs illustrating the principal features and finds discovered, in detail and in context. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. All photographs of archaeological detail will feature an appropriately-sized scale. The photographic record should be made in B/W print supplemented by digital or colour transparency. However, if digital imagery is to be the sole photographic record then suitably archivable prints must be made of the digital images by a photographic laboratory. Laser or inkjet prints of digital images, while acceptable for inclusion in the report, are not an acceptable medium for archives. The drawn and written record will be on an appropriately archivable medium.

3.8 Human remains must initially be left in-situ, covered and protected. Removal can only take place under appropriate Ministry of Justice and environmental health regulations. Such removal must be in compliance with the relevant primary legislation.

3.9 Should any finds identified as treasure or potential treasure, including precious metals, groups of coins or prehistoric metalwork, be exposed, these will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996 Code of Practice (2<sup>nd</sup> Revision). Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

3.10 The results of the desk-based work and a copy of the agreed Written Scheme of Investigation must be made available to the site director/supervisor to enable the adequate interpretation of exposed features/deposits during fieldwork and that the agreed programme of works is understood and undertaken.

## **4. MONITORING**

4.1 The archaeological consultant shall agree monitoring arrangements with the HES and give two weeks' notice, unless a shorter period is agreed, of commencement of the fieldwork. Details will be agreed of any monitoring points where decisions on options within the programme are to be made.

4.2 Monitoring will continue until the deposition of the site archive and finds, and the satisfactory completion of an OASIS report - see 5.5 below.

4.3 The archaeological contractor undertaking the fieldwork will notify the HES upon completion of the fieldwork stage of these works.

## **5. REPORTING**

5.1 The reporting requirements will be confirmed with the HES on completion of the site work. In the event that few or no archaeological remains are exposed, only minimal reporting would be required. The results may be presented in the form of a short entry to the Historic Environment Record (HER), sent to the HES either digitally or as a hard-copy. If archaeological deposits or remains are exposed during the course of the works, then more detailed reporting would be required, in the form of an illustrated summary report submitted both in hard-copy and digitally and, if merited, wider publication.

5.2 Upon completion of the fieldwork and required post-excavation analysis an illustrated report will be prepared. The report will collate the written, graphic, visible and recorded information outlined in section 3 above.

The report will include:

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- (i) a summary of the project's background;
- (ii) description and illustration of the site location;
- (iii) a methodology of the works undertaken;
- (iv) include plans and reports of all documentary and other research undertaken;
- (v) a description of the project's results;
- (vi) an interpretation of the results in the appropriate context;
- (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (ix) a plan showing the location of the areas subject to the archaeological work and the exposed features and deposits in relation to the site boundaries;
- (x) detailed plans of areas of the site in which archaeological features are recognised along with adequate OD spot height information. These should be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans must show the site and features/deposits in relation to north. Archaeologically sterile areas need not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xi) section drawings of deposits and features, with OD heights, at scales appropriate to the stratigraphic detail to be shown and must show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile areas need not be illustrated unless they can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xii) site matrices where appropriate;
- (xiii) photographs showing the general site layout and exposed significant features and deposits that are referred to in the text. All photographs should contain appropriate scales, the size of which will be noted in the illustration's caption;
- (xiv) a consideration of evidence within its wider context;
- (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (xvi) specialist assessment or analysis reports where undertaken;
- (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).

It is recommended that a draft report is submitted to the HES for comment prior to its formal submission to the Local Planning Authority.

5.3 The timetable for the production of the report must be set out in the Written Scheme of Investigation. The HES would normally expect to receive the report within three months of completion of fieldwork - dependant upon the

provision of specialist reports, radiocarbon dating results etc the production of which may exceed this period. If a substantial delay is anticipated then the HES must be informed of this and a revised date for the production of the full report agreed between the HES and the archaeological contractor. If a substantial delay is anticipated then an interim report will be produced within three months of the completion of the fieldwork.

5.4 Should the development proceed in a staged manner, with each stage requiring archaeological fieldwork, and where a period of more than three months between each stage is anticipated or occurs, then the archaeological contractor shall prepare an interim illustrated summary report at the end of each stage. The report will set out the results of that phase of archaeological works, including the results of any specialist assessment or analysis undertaken. The report will be produced within three months of completion of each phase of fieldwork. At the completion of the final stage of the fieldwork an overarching report setting out the results of all stages of work will be prepared. HES would normally expect to receive the report within three months of completion of fieldwork - dependant upon the provision of specialist reports, radiocarbon dating results etc the production of which may exceed this period. If a substantial delay is anticipated then the HES must be informed of this, an interim report will be produced within three months of the completion of the final stage of fieldwork, and a revised date for the production of the full report agreed between the HES and the archaeological contractor.

5.5 On completion of the final report, in addition to copies required by the Client, hard copies of the report shall be supplied to the HES on the understanding that one of these copies will be deposited for public reference in the

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HER. In addition to the hard copies of the report, one copy shall be provided to the County Historic Environment Service in digital format - in a format to be agreed in advance with the HES - on the understanding that a digital version of the report may in future be made available to researchers via a web-based version of the Historic Environment Record.

5.6 The archaeological consultant shall complete an online OASIS (*Online AccesS to the Index of archaeological investigationS*) form in respect of the archaeological work. This will include a digital version of the report. The report or short entry to the Historic Environment Record will also include the OASIS ID number.

#### 5.7 Publication

Should particularly significant archaeological remains, finds and/or deposits be encountered, then these, because of their importance, are likely to merit wider publication in line with government planning guidance (PPS5). If such remains are encountered, the publication requirements – including any further analysis that may be necessary – will be confirmed with the HES.

## 6. PERSONNEL

6.1 The work shall be carried out by a recognised archaeological consultant, agreed with the DCHES. Staff must be suitably qualified and experienced for their project roles. All work should be carried out under the control of a specified Member of the Institute for Archaeologists (MIFA), or by a specified person of equivalent standing and expertise. The Written Scheme of Investigation will contain details of key project staff and specialists who may contribute during the course of the works - excavation and post-excavation.

6.2 Health and Safety matters, including site security, are matters for the consultant. However, adherence to all relevant regulations will be required.

6.3 The work shall be carried out in accordance with *IfA Standard and Guidance for an Archaeological Watching Brief (1994)*, as amended (2008).

## 7. CONFLICT WITH OTHER CONDITIONS AND STATUTORILY PROTECTED SPECIES

If topsoil stripping or groundworks are being undertaken under the direct control and supervision of the archaeological contractor then it is the archaeological contractor's responsibility - in consultation with the applicant or agent - to ensure that the required archaeological works do not conflict with any other conditions that have been imposed upon the consent granted and should also consider any biodiversity issues as covered by the NERC Act 2006. In particular, such conflicts may arise where archaeological investigations/excavations have the potential to have an impact upon protected species and/or natural habitats e.g. SSSIs, National Nature Reserves, Special Protection Areas, Special Areas of Conservation, Ramsar sites, County Wildlife Sites etc.

## 8. DEPOSITION OF ARCHIVE AND FINDS

9.1 The archaeological consultant shall contact the museum that will receive the site archive to obtain an accession number and agree conditions for deposition. *The accession number will be quoted in the Written Scheme of Investigation*, and within the final report or the short entry to the Historic Environment Record.

9.2 Archaeological finds resulting from the investigation (which are the property of the landowner), should be deposited with the appropriate museum - in a format to be agreed with the museum, and within a timetable to be agreed with the HES. The museum's guidelines for the deposition of archives for long-term storage should be adhered to. If ownership of all or any of the finds is to remain with the landowner, provision and agreement must be made for the time-limited retention of the material and its full analysis and recording, by appropriate specialists.

9.3 The artefact discard policy must be set out in the Written Scheme of Investigation.

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9.4 The condition placed upon this development will not be regarded as discharged until the report has been produced and submitted to the HES and the LPA, the site archive deposited and the OASIS form submitted.

## **10. CONTACT NAME AND ADDRESS**

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