



# **New Post Office Site Bryher, Isles of Scilly**

## **Archaeological watching brief**



**Historic Environment Projects**



Report No

2011R072

Report Name

New Post Office Site, Bryher, Isles of Scilly

Report Author

Charles Johns

Event Type

Watching Brief

Client Organisation

Duchy of Cornwall

Client Contact

Adrian Smith

Monuments (MonUID)

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Fieldwork dates (From) (To)

14/02/2011

01/06/2011

(Created By)

Charles Johns

(Create Date)

05/07/2011

Location (postal address; or general location and parish)

The Town, Bryher, Isles of Scilly

(Town - for urban sites)

(Postcode)

TR23 0PR

(Easting) X co-ord

SV 87901

(Northing) Y co-ord

15080

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

## Project background

In February 2011 HE Projects were commissioned by Adrian Smith, Assistant Land Steward Duchy of Cornwall to carry out an archaeological watching brief during groundworks at the new Post Office site on Bryher, Isles of Scilly, in order to satisfy a planning condition. There was an existing dwelling dating from the 1960s on the development site which demolished prior to the proposed building work.

The site is located at land to the south of Castle Bryher, The Town, at NGR SV 87901 15080. The site is at an approximate height of 20m Ordnance Datum on a slight spur between Timmy's Hill and Watch Hill.

This part of the settlement is evidently land taken in from the adjacent heathland on Watch Hill and is mapped as Anciently Enclosed Land (AEL) by *the Isles of Scilly Historic Landscape Assessment* (Land Use Consultants and Cornwall Archaeological Unit 1996) Past interventions have demonstrated that this category of land has potential for archaeological remains.

The Cornwall and Scilly Historic Environment Record (HER) records that there are numerous archaeological records in the vicinity including the Scheduled prehistoric Cairn cemetery and field system on Shipman Head Down and Great Bottom, which is less than 300m away.

## Aims and objectives

The site specific aims were:

- To create a photographic record if required.
- To establish the presence/absence of archaeological remains
- To determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To record any archaeological remains including above ground or buried field boundaries
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation of the site
- To provide further information on the archaeology of the area from any archaeological remains encountered.

## Working methods

The watching brief was carried out according to the methodology set out in the Written Scheme of Investigation (WSI) for the work (Johns 2011, see Appendix 2), based on the brief for archaeological recording by the Historic Environment Planning Advice Officer Adviser, Cornwall Council (Markham 2011, see Appendix 1).

## Results

Groundworks started at the site of the new shop and Post Office site on 14 February 2011 and were observed by Katharine Sawyer. The development site is in the former garden to the south of a property known as "Castle Bryher". It is on level high ground near the top of an east-west slope and is to the east of the concrete road.

The site was cleared of rubbish and garden vegetation and several trees were removed. The turf was stripped and an opening made through the drystone wall to the west of the site for a new pedestrian access. The site was then levelled, by machine, commencing in the north-east corner.

There was up to 0.6m depth of garden soil, grey-brown in colour, crumbly, with few stones and occasional limpet shells (presumably from manuring with seaweed) and some modern rubbish. Soakaways and plastic pipes were found in several locations at a depth of 0.5m, indicating recent disturbance of much of the area.

On 15 February levelling continued. Below the topsoil in the north-east part of the site was about 0.2m depth of subsoil, which was slightly browner and redder in colour and more clayey in consistency than the topsoil. Below this was the very stony, hard *ram* with some large rocks in it. The edge of a carn was revealed on the south-east edge of the site where large boulders were apparent at the base of a small mound. Elsewhere only topsoil was visible.

Two sherds of blue and white "willow pattern" ware and a piece of clay pipe stem about 2cm long were found in the disturbed topsoil; these were discarded. There were no other finds and no features were observed.

On 1 June the field to the south-west of the shop/Post Office site (on the opposite side of the concrete track) was stripped to the *ram* prior to the excavation of a pit and trenches for the septic tank and soakaways. The field is at the top of an east-west slope.

Vegetation (bramble, bracken, etc) was removed and the topsoil was then stripped. It was between 0.2m and 0.3m deep, grey-brown in colour and fine in texture, with few stones. Below was orange-brown *ram*, which was gritty and hard in most places.

In the centre of the northern side of the field the remains of a small duck pond, consisting of black plastic liner and concrete, were removed. To the south of this was an area of stones both in the upper part of the topsoil and visible on the ground surface. The stones were up to 0.2m in size and they appeared to have been dumped in the field, as a result of building work nearby. A few of the stones were water-worn but none were worked. There were also a few limpet shells in the topsoil.

Paul Jenkins of Hillside Farm mentioned that the field has never been farmed as far as he can remember; it has just been used for ducks.

A single unworked lump of flint was found in the topsoil but there were no other finds or features, the flint was retained for identification purposes and discarded.

In summary, the site had been extensively disturbed and no structures, features or deposits of archaeological interest were recorded.

## References

Markham, P, 2011. *Land South of Castle Bryher, The Town, Bryher, Isles of Scilly: Brief for Archaeological Recording*, Truro, Cornwall Council

Johns, C, 2010. *Proposed Post Office Site, Bryher: Written Scheme of Investigation for Archaeological Recording*, Truro, HE Projects

Land Use Consultants and Cornwall Archaeological Unit, 1996. *Isles of Scilly Historic Landscape Assessment and Management Strategy*, Truro, Cornwall County Council

## Project archive

The HE project number is **2011020**

The project's digital and photographic archive is housed at the offices of Historic Environment, Cornwall Council, Kennall Building, Old County Hall, Station Road, Truro, TR1 3AY. The contents of this archive are as listed below:

1. A project file containing site records and notes, project correspondence and administration and copies of documentary/cartographic source material (file no 2011020).
2. Digital photographs stored in the directory ..\Images\Sites\Scilly\Bryher\Bryher Post Office Watching Brief 2011020
3. English Heritage/ADS OASIS online reference: cornwall2-103519

This report text is held in digital form as: G:\CAU\HE Projects\Sites\Scilly\Sites A-D\Bryher Post Office Watching Brief 2011020

The paper documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's.



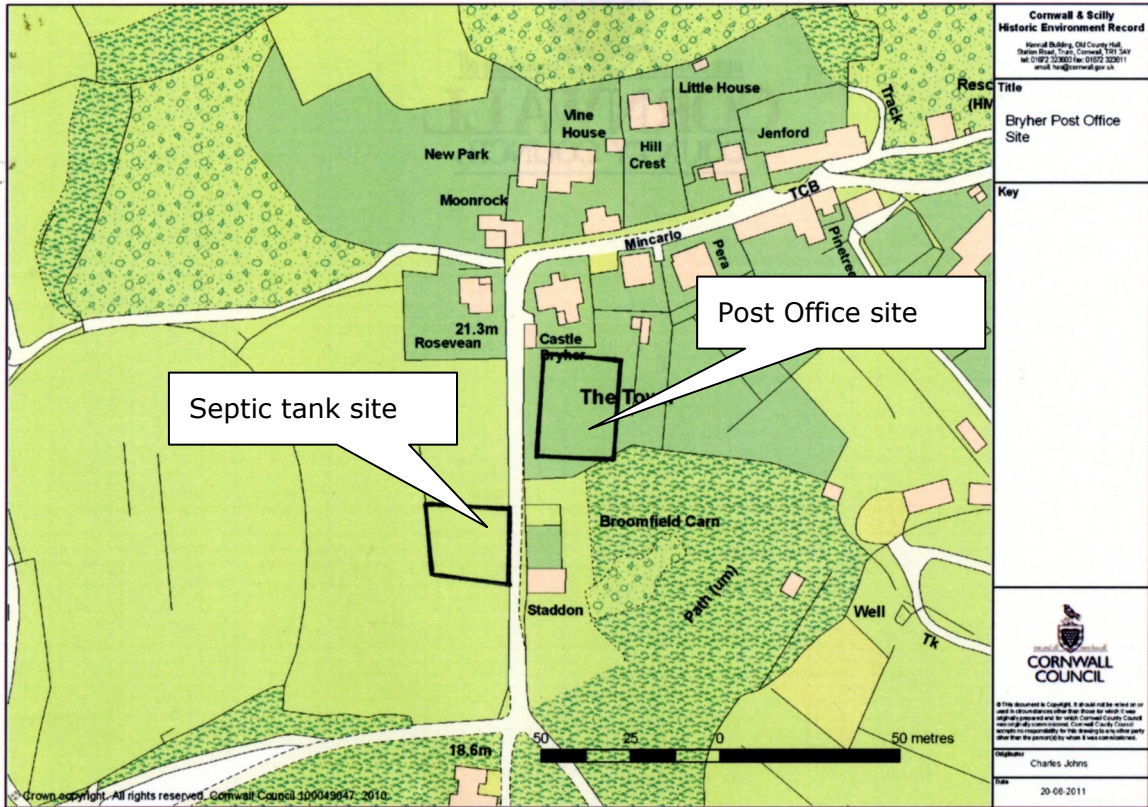


Fig 1 Bryher Post Office site location



Fig 2 The septic tank site after soil stripping

# Appendix 1

## BRIEF FOR ARCHAEOLOGICAL RECORDING

**Date:** 8<sup>th</sup> February 2011

**Address:** Land South of Castle Bryher, The Town, Bryher, Isles of Scilly TR23 0PR

**Application:** P-10-093

**HBSMR Ref:** CCO4418

**Applicant:** Mr W R A Ross, Duchy of Cornwall, 10 Buckingham Gate, London SW1E 6LA

**Agent:** Mr C Gregory, Duchy of Cornwall, Hugh House, The Garrison, St Mary's, Isles of Scilly TR21 0LS

**Historic Environment Planning Advice Officer:** Phil Markham, Cornwall Council, Historic Environment Service, Kennall Building, Old County Hall, Truro TR1 3AY. Tel. 01872 322546 E-mail. pmarkham@cornwall.gov.uk

**Local Planning Authority Officer:** Mr Craig Dryden, Council of the Isles of Scilly, Planning & Development, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0LW cdryden@scilly.gov.uk

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 the above site to discharge condition 6 of planning application P-10-093.

### 2 Site Location and Description

The site is at land to the south of Castle Bryher, The Town, Bryher, Isles of Scilly TR23 0PR at Ordnance Grid Reference SV 87901 15080. The site is at an approximate height of 20m Ordnance Datum on a slight spur between Timmy's Hill and Watch Hill.

### 3 Planning Background

Planning application P-10-093 was submitted on the 22<sup>nd</sup> October 2010 and was for the construction of a single storey timber clad building for a shop/post office (Use Class A1) and a 1 bedroom staff accommodation (Use Class C3). This application has been approved subject to 11 conditions. Condition 6 states:

*No development shall take place within the site 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 previously been submitted and approved in writing by the Local Planning Authority.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains*

The applicant, their agents and any subcontractors should note that where there are other conditions requiring satisfaction in advance of the commencement of works on site; it is the responsibility of the applicant to liaise with the planning officer concerned to ensure that the timetabling of these works is managed.

### 4 Archaeological Background

The Cornwall and Scilly Historic Environment Record (HER) records that there are numerous archaeological records in the vicinity including the Scheduled prehistoric Cairn



cemetery and field system on Shipman Head Down and Great Bottom, which is less than 300m away.

## **5 Requirement for Work**

Ground works associated with the development may disturb buried archaeological remains. 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 the site 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 and/or the Museum for the Isles of Scilly 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 County 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.

11.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Cornwall County Record Office and /or the Museum of the Isles of Scilly.

11.3 The archive including a copy of the written report shall be deposited with the Royal Cornwall Museum or the Museum of the Isles of Scilly 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 and/or the Museum of the Isles of Scilly.

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**

## **Proposed Post Office, Bryher, Isles of Scilly: Written Scheme of Investigation for Archaeological Recording during Groundworks**

Client: Duchy of Cornwall  
 Client contact: Adrian Smith, Assistant Land Steward  
 Client tel: 01720 422508  
 Client email: [ASmith@DuchyofCornwall.org](mailto:ASmith@DuchyofCornwall.org)

### **Project Background**

Planning application P-10-093 was submitted on the 22<sup>nd</sup> October 2010 and was for the construction of a single storey timber clad building for a shop/post office (Use Class A1) and a 1 bedroom staff accommodation (Use Class C3). This application has been approved subject to 11 conditions. Condition 6 states:

*No development shall take place within the site 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 previously been submitted and approved in writing by the Local Planning Authority.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains*

This Written Scheme of Investigation (WSI) for an archaeological watching brief during groundworks for the development has been prepared for the Duchy of Cornwall. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall

Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 6 of the planning consent (Markham 2011).

### **Site location and description**

The site is at land to the south of Castle Bryher, The Town, Bryher, Isles of Scilly TR23 0PR at Ordnance Grid Reference SV 87901 15080. The site is at an approximate height of 20m Ordnance Datum on a slight spur between Timmy's Hill and Watch Hill.

### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that there are numerous archaeological records in the vicinity including the Scheduled prehistoric Cairn cemetery and field system on Shipman Head Down and Great Bottom, which is less than 300m away.

### **Requirement for work**

Ground works may disturb buried archaeological remains including environmental and palaeoenvironmental material. The above site will therefore require a watching brief and possibly an environmental sampling strategy. It is important that a suitably qualified archaeologist(s) is present during the ground works in order to identify and record any features of interest and to undertake any environmental sampling that might be deemed necessary.

### **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 the site from any archaeological remains encountered

### **Working Methods**

All recording work will be undertaken according to the IFA's Standards and Guidance for Archaeological Watching Briefs (IFA 2001a). Staff will follow the IFA *Code of Conduct* and *Code of Approved Practice for the Regulation of Contractual Arrangements in Archaeology*. The Institute of Field Archaeologists is the professional body for archaeologists working in the UK.

### **Desk-based study**

Prior to the commencement of on site works the project archaeologist will 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.

### **Archaeological recording**

An archaeologist will be present during all ground works associated with the development, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEA to discuss the most appropriate way forwards.

#### *Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.

- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- All finds from significant stratified contexts will be accurately located on the location plan at an appropriate scale.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence. All contexts recorded will be recorded via the medium of HES pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.
- The excavated spoil will be carefully inspected for finds.

#### *Site planning policy*

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the prepared location map and to the national grid; all drawings will include standard information: site details, personnel, date, scale and north-point.
- Site plans will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used for report illustration.
- For both general and specific photographs, a photographic scale will be included.
- In the case of detailed photographs a north arrow will be included if appropriate.
- The photographic record will be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

#### *Finds*

- All finds will be retained from each archaeological context excavated.
- All retained finds, where appropriate, will be washed.
- All pottery and other finds where appropriate, will be marked with the site code and context number.
- This WSI includes an agreed list of specialist consultants, who might be required to conserve and/or report on finds, and advise or report on other aspects of the project including environmental sampling.
- The requirements for conservation and storage will be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEA.
- Finds work will be to accepted professional standards and adhere to the Institute of Field Archaeologists' *Guidelines* (IFA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).

- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling
  - Monolith sampling
  - Macro & Micro Flora Analysis (including pollen analysis)
  - Macro & Micro Fauna Analysis
  - Radio-carbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEA and the appropriate authorities. If removal is necessary this will comply with the relevant Government regulations. If burials are encountered their legal status will be ascertained and recording and/or removal will comply with the legal guidelines.

If human remains are not to be removed their physical security will be ensured, if possible 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. Once excavated human remains will not be exposed to public view.

#### **Archiving**

During this phase the results of the fieldwork will be collated for archiving. This will involve the following tasks.

- Indexing of site drawings and photographs.
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **Report production**

A report will be produced which will describe the results of the desk-based study and the nature of the fieldwork undertaken, the circumstance and conditions under which it occurred and the results that were obtained. Production of the report will involve:

- Producing a descriptive text.
- Producing maps, scaled plans and section drawings.
- Selecting photographs.
- Report design.
- Report editing.
- Dissemination of the finished report.

The report will have the following contents:

- Summary
- Introduction - Background, aims, methods
- Results - A concise non-technical summary of the results
- Discussion - A discussion of archaeological findings in terms of both the site specific aims and the desk based research
- Specialists' reports - Specialists' reports or assessments as appropriate
- Archive - A summary of archive contents and date of deposition



- Appendices                      Copies of the Brief and WSI, context register
  - Illustrations                    - Location map
    - Site location plan
    - A drawing showing those areas examined as part of the archaeological watching
    - Copies of relevant historical cartography & plans
    - Plan and section drawings resulting from the archaeological recording.
    - Finds drawings (if appropriate)
    - Illustrative photographs
- Note: All plans will be tied to the national grid.

#### *Contingency for analysis and publication*

A contingency is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HES, with copies supplied to the client (two), Cornwall County Council Historic Environment Record, the Isles of Scilly Museum and the Courtenay Library of the Royal Institution of Cornwall, River Street, Truro and national archive centres. A further digital copy shall be supplied on CD-ROM in 'Adobe Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies should be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Where there is only a documentary archive this will be deposited with the Cornwall Record Office and the Courtenay Library of the Royal Institution of Cornwall as well as the Isles of Scilly Museum.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

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

Monitoring points during the study will include:

- Approval of the WSI

- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

## Project team

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**

Katharine is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

In the event of the contingency for additional fieldwork being required Katharine will be assisted by suitably qualified archaeologists from the HE Projects team, whose details will be provided to the HEPAO if the occasion arises.

Initial finds processing, identification and cataloguing will be carried out by **Carl Thorpe BSc**, HES' finds archaeologist who has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (Neal forthcoming). Carl also has extensive experience as field archaeologist having undertaken many watching briefs and will provide Katharine with assistance in fieldwork and taking environmental samples if necessary.

### *Specialists*

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south- west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery

in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated in Archaeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent to the University of Waikato.

### **Project timetable**

The fieldwork is anticipated to commence on 14 December 2009. A draft of the archive report will be completed within a month of the end of the fieldwork. Distribution of final copies of the archive report may be delayed pending receipt of specialists' reports. The deposition of the archive will be completed within 3 months of the completion of the archive report.

### **Historic Environment Projects**

Historic Environment Projects is the contracting arm of Historic Environment, Cornwall Council (HES). HE Projects employs some 20 project staff with a broad range of expertise, undertaking around 80 projects each year.

HE Projects is committed to conserving and enhancing the distinctiveness of the historic environment and heritage of Cornwall and the Isles of Scilly by providing clients with a number of services including:

- Conservation works to sites and monuments
- Conservation surveys and management plans
- Historic landscape characterisation
- Town surveys for conservation and regeneration
- Historic building surveys and analysis
- Maritime and coastal zone assessments
- Air photo mapping
- Excavations and watching briefs
- Assessments and evaluations
- Post-excavation analysis and publication
- Outreach: exhibitions, publication, presentations



## **Standards**

The HE Projects follows the Institute of Field Archaeologists' Standards and Code of Conduct and is a Registered Archaeological Organisation.

As part of Planning, Transportation and Estates, Cornwall County Council, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### **Contract**

HE Projects is part of the Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the Historic Environment Projects Team and will be presented in good faith on the basis of professional judgement and on information currently available.

### **Report distribution**

Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

A digital copy of the report, illustrations and any other files will be held in the Cornwall HER and also supplied to the client on CD or other suitable media.

### **Copyright**

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

Use of the material will be granted to the client.

### **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.

HE Projects will ensure that all information arising from the project shall be held in strict confidence to the extent permitted under the Act. However, the Act permits information to be released under a public right of access (a "Request"). If such a Request is received HE Projects may need to disclose any information it holds, unless it is excluded from disclosure under the Act.

### **Health and safety statement**

HE Projects 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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

Prior to carrying out on-site work HES will carry out a Risk Assessment.

### **Insurance**

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

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*Charles Johns*

*Senior Archaeologist*

*10 February 2011*

*Historic Environment Projects*

*Cornwall Council*

*Kennall Building, Old County Hall,*

*Station Road, Truro, Cornwall. TR1 3AY*

*Tel: 01872 322056 Fax: 01872 323811*

*Email: [chjohns@cornwall.gov.uk](mailto:chjohns@cornwall.gov.uk)*