



Porthcressa Play Park, Hugh Town St Marys, Isles of Scilly

Archaeological Watching Brief



Report No

2011R080

Report Name

Porthcressa Play Park, Hugh Town
St Marys, Isles of Scilly

Report Author

F Shepherd

Event Type

Watching Brief

Client Organisation

The Council of the Isles of
Scilly

Client Contact

Doug Lloyd, Stride
Treglown Ltd

Monuments (MonUID)

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Fieldwork dates (From) (To)

08/06/2011

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(Created By)

F Shepherd

(Create Date)

07/07/2011

Location (postal address; or general location and parish)

Porthcressa, Hugh Town, St Marys, Isles of Scilly

(Town - for urban sites)

Hugh Town

(Postcode)

TR21 0JQ

(Easting) X co-ord

SV 90535

(Northing) Y co-ord

10357

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

Project background

Historic Environment Projects, Cornwall Council were commissioned by Doug Lloyd of Stride Treglown Ltd on behalf of The Council of the Isles of Scilly to undertake a programme of archaeological recording ahead of the development of area play park on the east side of Porthcressa. This recording was required to satisfy a planning condition

The site is located on the south side of Buzza Hill adjacent to the coast path that runs along Porthcressa Beach and is currently under vegetation (NGR SV 90535 10357).

In the Isles of Scilly Historic Landscape Assessment (Land Use Consultants 1996), the site is classified as rough ground: heathland which has potential for archaeological remains, although it was understood that most of the development area occupied the site of a former quarry (Doug Lloyd pers comm).

The Cornwall and Scilly Historic Environment Record (HER) records the following archaeological sites in the vicinity including:

Scheduled Monument 15384 Round cairn with funerary chamber on Buzza Hill, 45m west of the Buzza Hill tower, St Mary's, is located within 50m of the development site.

PRN 7582 A saddle quern found on the foreshore below an exposed midden on the cliff face.

PRN 7581.01 The remains of a hut circle exposed in the cliff face, with associated midden.

PRN 7581.02 A wall curving south-east into the north-south cliff face, 1.1m high and at least 1m wide.

PRN 7581.07 An Iron Age or Romano-British Porth Cressa-type cist exposed in the cliff face.

PRN 7581.04 Medieval and 18th century pottery found in the cliff face on the east side of Porth Cressa.

PRN 7647 The remains of a slipway with associated breakwater and a shorter, possibly earlier feature alongside.

PRN 7814 By 1850 two shipbuilding yards existed on Porthcressa beach; the last ship to be built launched in 1870.

Aims and objectives

- To ensure that the site works were carried out in such a way as to allow recording as set out in this Written Scheme of Investigation.
- To record the archaeological features and deposits affected by the scheme
- To recover and record the artefacts uncovered by the works.
- Determine the extent, condition, nature, character, date and significance of the archaeological remains encountered.
- To establish the nature of the activity on the site.
- To recover and assess the potential for further analysis of any environmental evidence or industrial residues from archaeological features.
- To deposit the archive (including any finds) with the levant museum and disseminate the results of discoveries as a concise archive report and, if merited, wider publication.

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 Adviser, Council of the Isles of Scilly (Breen 2011, see Appendix 1). The trenches had been laid out by the building contractor prior to the archaeologist's arrival.

Results

The work was carried out on Monday 8 June 2011. Twelve trenches were due to be opened (Fig 3). The site was covered by mixed debris and evidence of dumping of building materials. The eastern area of the site sat on a granite outcrop making excavation unnecessary and impractical. In several places concrete pads were found close to the surface. These were very likely installed as part of a previous play area on the site that was reputedly removed within the last ten years (Mark Wright pers comm).

Ten test pits were opened by a mechanical excavator using a 0.9m wide toothless bucket. Topsoil across the site was dark brown friable sandy lay with occasional small granite inclusions (0.05m diameter) and larger angular granite inclusions (up to 0.25m diameter). Where subsoil was present it was mid reddish brown clay with frequent patches of gravel - likely degraded granite.

Test Pit 1 - Not dug.

Test Pit 2 - 0.9m wide x 3m long x 0.6m deep. Topsoil 0.3m deep Concrete pad encountered at 0.2m along with broken ridge tiles. Overlay subsoil.

Test Pit 3 - 0.9m wide x 2m long x 0.5m deep. Topsoil 0.4m deep. Overlay subsoil.

Test Pit 4 - Not dug

Test Pit 5 - 0.9m wide x 1m long x 0.1m deep. Onto granite within 0.1m no real topsoil just root material and leaf litter.

Test Pit 6 - 0.9m wide x 2.7m long x 0.46m deep. At 0.24m deep disturbed topsoil and modern debris including slate brick and some tanned timber. Towards the western end a concrete slab (0.99m long x 0.33m wide x 0.05m) deep was discovered at 0.26m depth. Overlay subsoil.

Test Pit 7 - 0.9m wide x 1m long x 0.2m deep. Onto granite within 0.2m no real topsoil just root material and leaf litter.

Test Pit 8 - 0.9m wide x 1m long x 0.65m deep. Topsoil 0.3m deep. Overlay subsoil.

Test Pit 9 - 0.9m wide x 1m long x 0.65m deep. Topsoil 0.3m deep. Overlay subsoil.

Test Pit 10 - 1.8m wide x 2.5 x 0.6m deep. Disturbed topsoil and mixed modern debris including brick slate and galvanised sheet to 0.6m depth. This trench was subsequently widened to find an area that was less contaminated. This was achieved and recorded similar depth topsoil although it had still clearly been disturbed. Overlay granite and subsoil.

Test Pit 11 - 0.9m wide x 1m long x 0.3m deep. Onto granite within 0.2m no real topsoil just root material and leaf litter.

Test Pit 12 - 0.9m wide x 3m long x 0.5m deep. Disturbed topsoil to .5m depth including broken slates and modern food wrappers. Overlay granite and subsoil.

Nothing of any archaeological importance was encountered during the course of this investigation and no finds were recovered.

References

Breen, E, 2011. *Brief for Archaeological Recording, Porthcressa Play Park, 12/05/2011* Council of the Isles of Scilly

Johns, C, 2011. *Porthcressa Play Park, St Mary's, Isles of Scilly: Written Scheme of Investigation for Archaeological Recording during Groundworks, 20/05/2011*, HE Projects, Truro.

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

Project archive

The HE project number is 2011052

The project's digital 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 correspond and administration (file no 2011052)
2. Electronic drawings stored in the directory ..\CAD ARCHIVE\Scilly\St Marys Porthcressa Play Park 2011052
3. Digital photographs stored in the directory ..\Images\Scilly\St Marys\St Marys Porthcressa Play Park 2011052
4. English Heritage/ADS OASIS online reference: cornwall2-105494
5. This report text is held in digital form as: G:\CAU\HE Projects\Sites\Scilly\St Marys\Porthcressa Play Park Watching Brief 2011052

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, Isles of Scilly TR21 OJT.

Figures

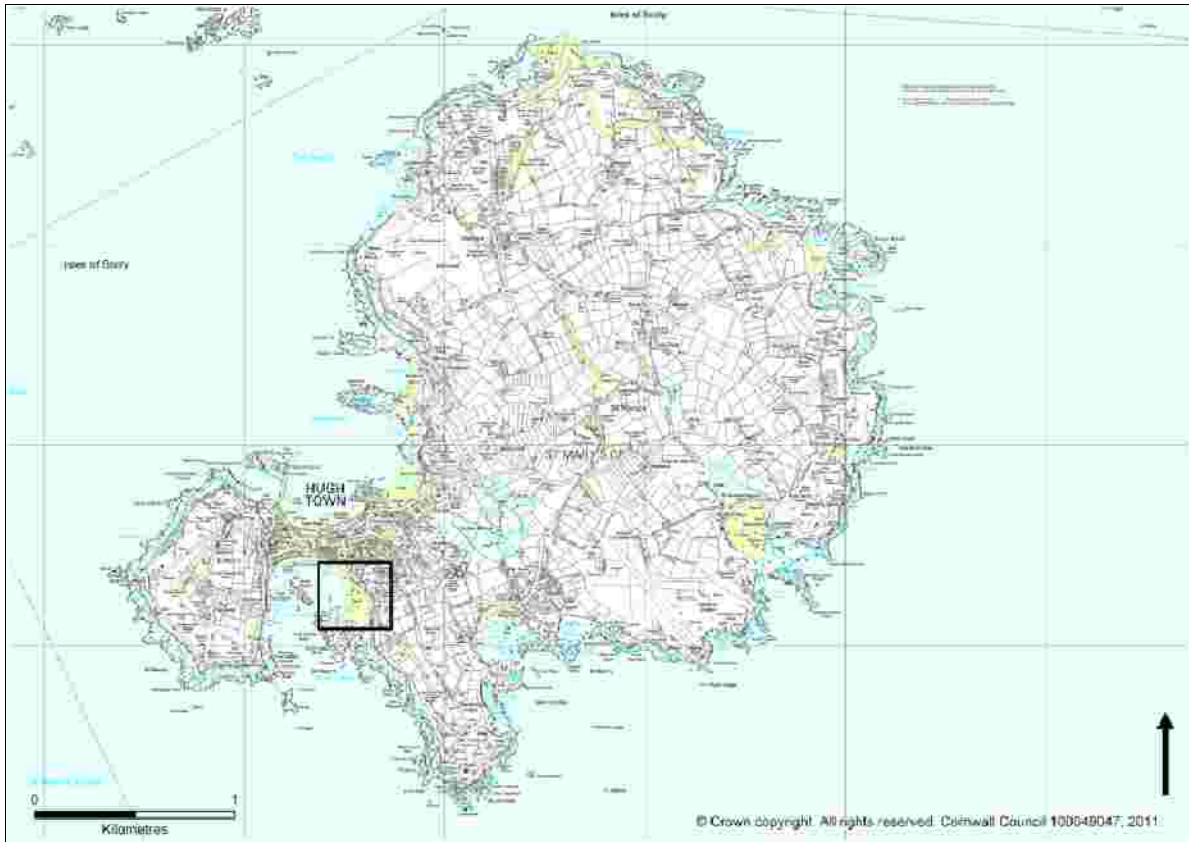


Fig 1 *Porthcressa Location Map*

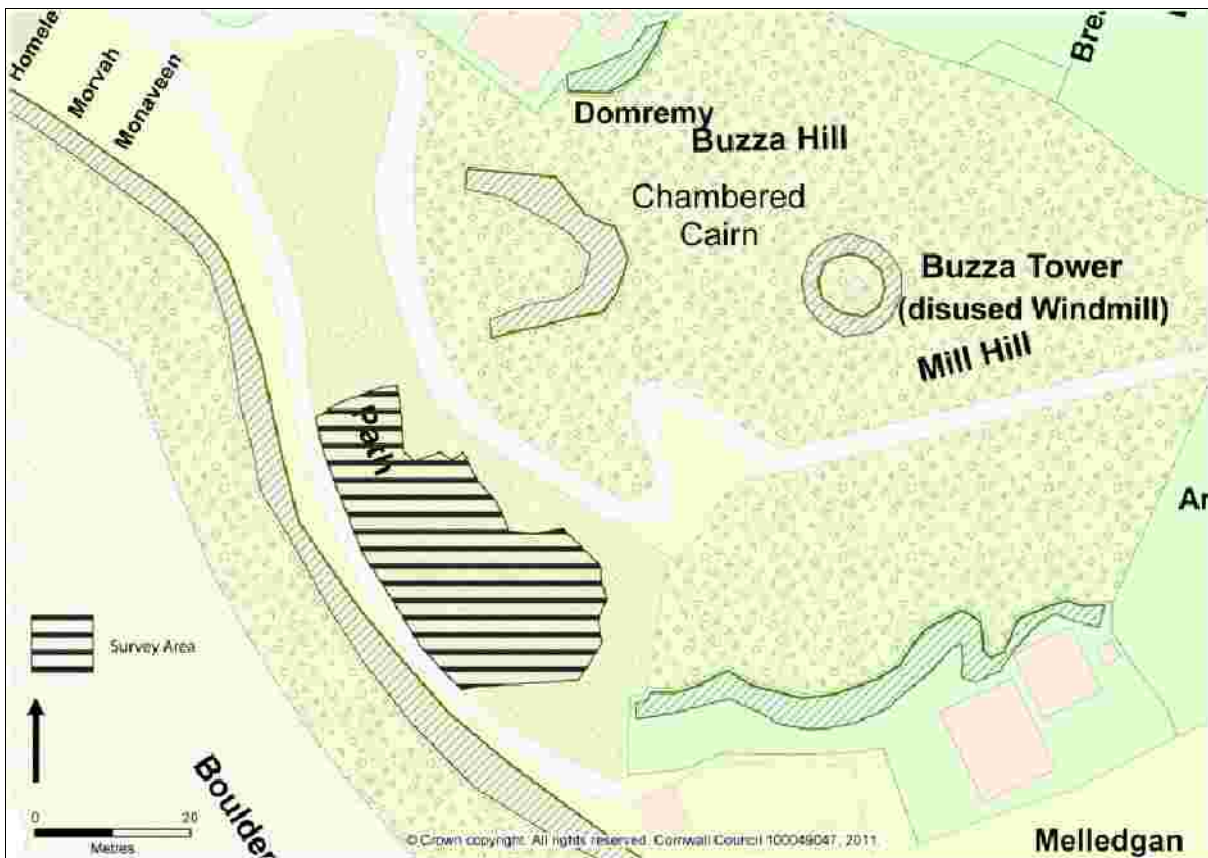


Fig 2 *Survey Area Location Map*

Appendices

Appendix 1



COUNCIL of the ISLES OF SCILLY

PLANNING AND DEVELOPMENT DEPARTMENT

OLD WESLEYAN CHAPEL
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BRIEF FOR ARCHAEOLOGICAL RECORDING

Date: 12 May 2011 **Site:** Porthcressa Play Park

Applicant: Joel Williams, Council of the Isles of Scilly
Agent: Doug Lloyd, Stride Treglown
Planning Application number: P/11/007

Council of the Isles of Scilly Historic Environment Adviser:

Eleanor Breen, Planning and Development Department, Council of the Isles of Scilly,
Old Wesleyan Chapel, Garrison Lane, St Mary's, TR21 QJD.

Telephone 01720 424351 **Email** ebreen@scilly.gov.uk

This brief is valid for six months only. After this period the Local Planning Authority Historic Environment Adviser (HEA) 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.

No ground works should be undertaken until the Local Planning Authority has approved the contractor's written scheme of investigation.

1. Introduction

This brief has been written by the Local Planning Authority Historic Environment Adviser (HEA). It sets out the minimum requirements for archaeological recording at Porthcressa Play Area to discharge condition 4 placed on the development requiring a scheme of archaeological recording in advance of the development.

2. Site Location and Description

The site is located on the south side of Buzza Hill adjacent to the coast path that runs along Porthcressa. NGR SV9053510357. The site is currently under vegetation and classified as rough ground: heathland in the Historic Landscape Assessment (Land Use Consultants 1996).

3. Planning Background

The development of the area as a play was granted planning permission on 17 February 2011. Condition 4 placed on the development requires a scheme of archaeological recording in advance of the development.

4. Archaeological Background

The Porthcressa area contains archaeological sites and features dating from prehistory to the post-medieval period.

Prehistoric

Scheduled Monument 15384 ROUND CAIRN WITH FUNERARY CHAMBER ON BUZZA HILL, 45M WEST OF THE BUZZA TOWER, ST MARY'S is located within 50metres of the development site.

PRN 7582 A saddle quern found on the foreshore below an exposed midden on the cliff face.

PRN 7581.01 The remains of a hut circle exposed in the cliff face, with associated midden.

PRN 7581.02 A wall curving SE into the north-south cliff face, 1.1m high and at least 1.0m wide.

Medieval and post-medieval

PRN 7581.04 Medieval and C18 pottery found in the cliff face on the east side of Porth Cressa.

PRN 7647 The remains of a slipway with associated breakwater and a shorter, possibly earlier feature alongside.

PRN 7814 By 1850 two shipbuilding yards existed on Porthcressa beach; the last ship to be built launched in 1870.

The Historic Landscape Assessment (Land Use Consultants 1996) states that the area is rough ground; heathland which has potential for archaeological remains.

5. Requirement for work

Ground works may disturb buried archaeological remains. It is therefore important that a suitably qualified archaeologist(s) is present during the ground works in order to identify and record any features of interest.

The site specific aims are:

- 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.

6. General Methodology

6.1 All stages of the investigation shall be supported by a written scheme of investigation.

6.2 The contractor is expected to follow the code of the Institute for Archaeologists (IfA).

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- 6.3 Details including the name, qualifications and experience, of the site director and all other project personnel (including specialist staff) shall be included within the written scheme of investigation
- 6.4 All 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 written scheme of investigation, the content of the report and the general execution of the project.
- 6.6 Terminology will be consistent with the English Heritage Thesaurus available online at <http://thesaurus.english-heritage.org.uk/>.

7. Archaeological Recording Methodology

- 7.1 Prior to the commencement of on-site works the contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment Record at Truro or at the Planning and Development Department, St Mary's. Other sources should be consulted as required.
- 7.2 An archaeologist shall be present during all ground works associated with the development. 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 and recorded 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 written scheme of investigation. 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 photographs in both black and white prints and colour photography with negatives (and CD if appropriate). For both general and specific photographs, a photographic scale shall be included. In the case of detailed photographs a north arrow will be included. 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 HEA to discuss the most appropriate way forwards.

8. Finds

- 8.1 All finds 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 written scheme of investigation shall include 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.
- 8.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEA.
- 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 Archaeology Guidelines, 2001/02).
- 8.8 Other 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 HEA and the appropriate authorities. If removal is necessary this must comply with the relevant National Government regulations.
- 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 archaeological contractor, Local Planning Authority, Cornwall Council Historic Environment Record and the curating museum. A further digital copy shall be supplied on CD-ROM preferably in

'Adobe Acrobat' PDF format.

- 10.2 This 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.
- 10.3 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 archaeological findings in terms of both the site specific aims and the desk based research
 - 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 or 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 written scheme of investigation will be included as an appendix
- 10.4 A contingency shall be made within the costs for full publication in an appropriate journal. The HEA 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 *MoRPHE* upon completion of the project. The requirements for archive storage shall be agreed with the curating museum.
- 11.2 If the finds are to remain with the landowner a full copy of the paper archive shall be housed with the appropriate museum.
- 11.3 The archive including a copy of the written report shall be deposited with the appropriate museum within two months of the completion of the full report and confirmed in writing with the HEA.
- 11.4 A summary of the contents of the archive shall be supplied to the HEA.
- 12. Monitoring**
- 12.1 The HEA will monitor the work and should be kept regularly informed of

progress.

- 12.2 Notification of the start of work shall be given in writing to the HEA at least one week in advance of its commencement.
- 12.3 Any variations to the written scheme of investigation shall be agreed in writing with the HEA prior to them being carried out.

Abbreviations

HEA	Historic Environment Advisor
HER	Historic Environment Record
HLA	Historic Landscape Assessment
MoRPHE	Management of Research Projects in the Historic Environment
NMR	National Monuments Record
OS	Ordnance Survey

Historic Environment Projects, Cornwall Council

Porthcressa Play Park, St Mary's, Isles of Scilly: Written Scheme of Investigation for Archaeological Recording during Groundworks

Client: The Council of the Isles of Scilly
Client contact: Doug Lloyd, Stride Treglown Ltd
Client tel: 01872 241300
Client email: douglaslloyd@stridetreglown.com

Project Background

Planning application P/11/007 for the development of an area on the east side of Porthcressa as play park was granted planning permission on 17 February 2100. Condition 4 placed on the development requires a scheme of archaeological recording in advance of the development. The condition states:

No works pursuant to the consent are to be commenced o the development beneficially occupied before a relevant part or the whole of a Written Scheme of Investigation will be submitted by the applicant and approved by the Local Planning Authority in consultation with Cornwall Council Historic Environment Advice.

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 arch ological watching brief during groundworks for the development has been prepared for Council of the Isles of Scilly. It is based upon the Brief written by the Council of the Isles of Scilly Historic Environment Advisor (HEA) which sets out the minimum requirements for archaeological recording to discharge Condition 4 of the planning consent (Breen 2011).

Site location and description

The site is located on the south side of Buzza Hill adjacent to the coast path that runs along Porthcressa (NGR SV 90535 10357). The site is currently under vegetation and classified as rough ground: heathland in the Isles of Scilly Historic Landscape Assessment (Land Use Consultants 1996).

Archaeological background

The Porthcressa area contains archaeological sites and features dating from prehistory to the post-medieval period.

Prehistoric

Scheduled Monument 15384 Round cairn with funerary chamber on Buzza Hill, 45m west of the Buzza Hill tower, St Mary's, is located within 50m of the development site.

PRN 7582 A saddle quern found on the foreshore below an exposed midden on the cliff face.

PRN 7581.01 The remains of a hut circle exposed in the cliff face, with associated midden.

PRN 7581.02 A wall curving SE into the north-south cliff face, 1.1m high and at least 1m wide.

PRN 7581.07 An Iron Age or Romano-British Porth Cressa-type cist exposed in the cliff face.

Medieval and post-medieval

PRN 7581.04 Medieval and C18 pottery found in the cliff face on the east side of Porth Cressa.

PRN 7647 The remains of a slipway with associated breakwater and a shorter, possibly earlier feature alongside.

PRN 7814 By 1850 two shipbuilding yards existed on Porthcressa beach; the last ship to be built launched in 1870.

The Historic Landscape Assessment (Land Use Consultants 1996) states that the area is rough ground; heathland which has potential for archaeological remains, although it is understood that most of the development area will occupy the site of former quarry (Doug Lloyd pers comm).

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.

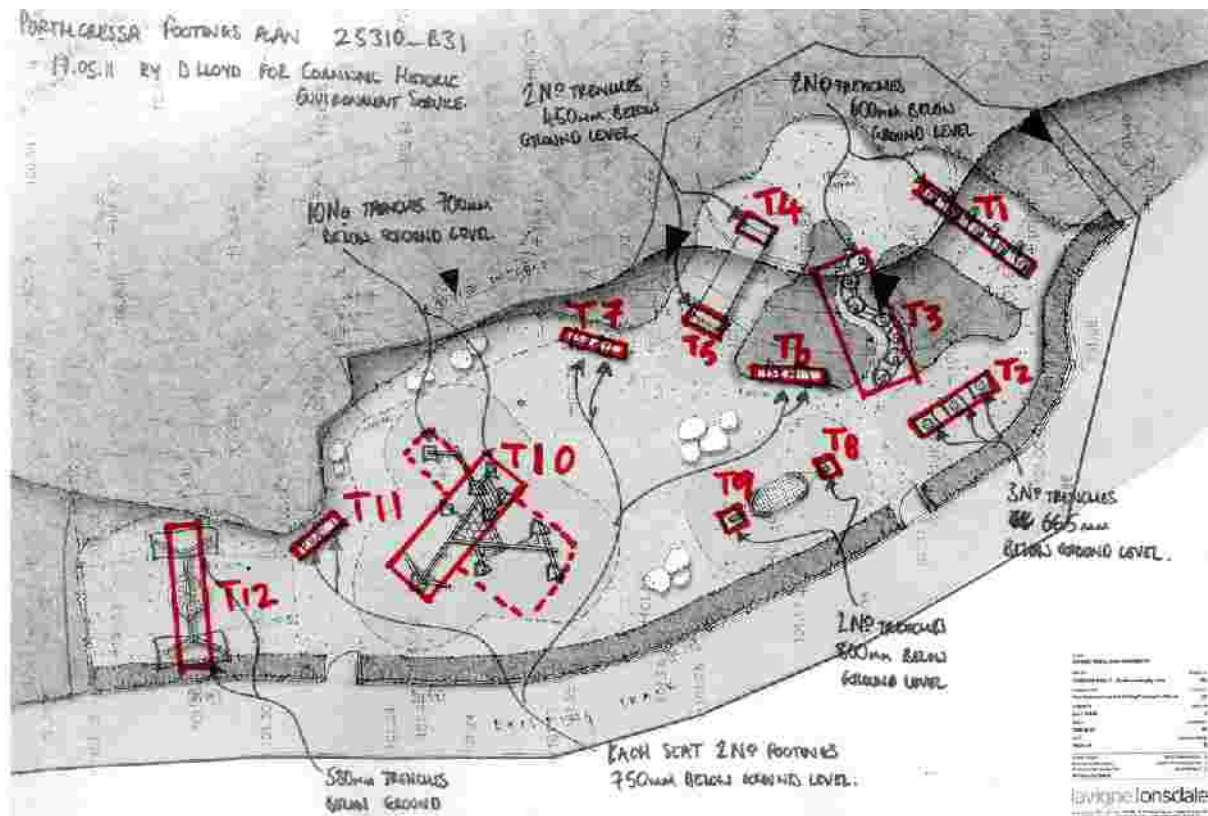
Project aims and objectives

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.



Plan showing proposed layout of archaeological trenches on the Porthcressa Play park site (not to scale)

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: such a change will be first agreed with the HEA. The development will involve the excavation of footings for the various items of play equipment and it is proposed to excavate 12 trenches to examine each of these footings. The location of the trenches is shown on the plan shown on page 2 of this WSI.

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 photographsNote: 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 HEA 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 HE Projects, 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 HEA 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 HEA 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 HEA.
- Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.
- A summary of the contents of the archive shall be supplied to the HEA.

Monitoring and Signing Off Condition

Monitoring of the project will be carried out by the HEA. Where the HEA 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 HEA as far in advance of its commencement as possible. HEA will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEA 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 HEA, 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 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), managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008), the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011) and the new Five Islands School site at Carn Gwaval, St Mary's (Johns *et al* 2010).

Current projects include the management of the 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 **Francis Shepherd BA**. Francis has worked for Historic Environment projects on a number of sites since 2005 and is very experienced at carrying out archaeological evaluations, excavations and watching briefs. Sites he has worked on in Scilly include the Five Islands School site, the St Agnes Affordable Housing site on Scilly and Sampson Cottage, Bryher (Johns *et al* 2011).

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 1 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (Neal forthcoming).

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 freelance 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 06 June 2011. 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 (Occupational Health and Safety 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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20 May 2011

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