



Bude and Stratton Business Park Extension, Cornwall

Archaeological Watching Brief



Report No 2011R***	Report Name Bude/Stratton Business Park extension, Archaeological Watching Brief	Report Author C. M. Thorpe
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Event Type Watching Brief			
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Client Organisation Mr Mark Dennis	Client Contact
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Monuments (MonUID)					

Fieldwork dates (From)	(To)	(Created By)	(Create Date)
05/09/11	06/09/11	CMT	Sep 2011

Location (postal address; or general location and parish) Bude/Stratton Business Park, Bude/Stratton CP
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(Town - for urban sites) Bude	(Postcode) EX23 8LY
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(Easting) X co-ord SS 22020	(Northing) Y co-ord 05490		
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Historic Environment, Cornwall Council is a Registered Organisation with the Institute for Archaeologists

Project background

HE Projects was commissioned by Mr Mark Dennis to undertake a programme of archaeological recording ahead of the construction of an access road forming part of the Bude/Stratton Business Park extension development.

The length of road was approximately 55m long, with the stripped corridor being 8m wide. An area for a small site compound measuring 10m x 10m was stripped near the field entrance at the southern end of the road. The area examined was approximately 0.07Ha (Figs 1–3).

The development was the subject of a planning condition, which required that archaeological recording took place ahead of construction (2006/00600).

Phil Copleston (Historic Environment Planning Advice Officer, Cornwall Council) produced a brief (Appendix 2) for archaeological recording (18/7/11) and was consulted over the requirements for the archaeological recording. A written scheme of investigation, outlining the methodology for archaeological recording was produced (22/07/11) by Andy Jones (Archaeologist Team Leader, HE Projects) in response to Phil Copleston's brief (Appendix 3).

Previously a geophysical survey of the area had been carried out (Exeter Archaeology 2007) which revealed no features of archaeological interest in the immediate area examined, though several anomalies of potential archaeological significance were recorded elsewhere within the field.

Location and setting

The development area is located within land that falls into an historic character zone which has been classified as "Anciently Enclosed Land" (Cornwall County Council 1996). "Anciently Enclosed Land" is land which has been settled since at least the medieval period and which often contains archaeological remains dating to prehistoric and medieval times. There was thus the potential for the preservation of buried archaeological material to survive in the project area.

Identified archaeological sites

A number of sites in the vicinity of the study area were identified from the Cornwall and Scilly Historic Environment Record. They included:

- A crop-mark enclosure of probable prehistoric date (MCO38817) lies 418m to the north-east of the site.
- Romano-British coins were recorded as being discovered at Binhamy, to the north of the development site (MCO200).
- The moated medieval settlement site at Binhamy (MCO21883) lies 283m to the north.

Potential sites

There was potential for prehistoric and medieval sites to survive within the project area, and there was scope for the survival of previously unrecorded archaeological sites, organic remains, and artefacts of all periods.

The field covered by the watching brief is gently sloping ground that falls towards the northwest from a height of 45m OD to 40m OD. It lies to the southeast of the settlement of Bude, within the ecclesiastical parish of Stratton (Figs 1 and 2). The field is currently utilised for cultivation of wheat, oats and barley. The underlying geology is carboniferous Sandstones (with thin limestone beds) of the Bude Formation.

Aims and objectives

The aims of the project were:

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

Working methods

The site soil strip was carried out under archaeological supervision using a machine fitted with a toothless bucket. The soil was stripped cleanly to a level at which archaeological features or layers were expected to be revealed, in this case the top of the natural geology. The area was then inspected by the archaeologist.

Results

The area stripped for the road corridor was 8m wide, approximately 55m long, and reached a maximum depth of 0.40m. A compound area of some 10m by 10m was also cleared to a depth of approximately 0.20m. The total area of ground examined was approximately 0.07 hectares (Fig 3).

Five sections were recorded across the site, both along the roadway and within the compound, full descriptions of which can be found in the site archive. Two are presented here to illustrate the nature of the ground encountered both within the road and compound area (Fig 3).

Section 1 Compound

Depth	Thickness	Description	Interpretation	Context
0m - 0.05m	0.05m	Grass, roots and topsoil	Topsoil	(1)
0.05m – 0.15m	0.10m	Grey, red-brown clay loam	Plough soil	(2)
0.15m – 0.30m	0.15m	Red, grey-brown clay	subsoil	(3)
0.30m -	-	Orange, yellow-red brown clay	Decayed natural bedrock	(4)

Within the site Compound at southern end of the field.

Section 4

Depth	Thickness	Description	Interpretation	Context
0m - 0.05m	0.05m	Grass, roots and topsoil.	Topsoil	(1)
0.05m – 0.15m	0.10m	Grey, red-brown clay loam.	Plough soil	(2)
0.15m – 0.30m	0.15m	Red, grey-brown clay.	Subsoil	(3)
0.30m -	-	Orange, yellow-red brown clay	Decayed natural bedrock	(4)

This was the profile seen across the whole length of the roadway. The only changes observed were variations in the soil depth with some 0.25m being observed at the top of slope (southern end of road) and 0.45m seen down slope at the northern end of the road.

Very ephemeral plough marks were seen running in a northwest to southeast direction running parallel with the existing hedge boundary. This trend was also picked up by the geophysical survey (Exeter Archaeology 2007).

A trench for a modern service pipe was exposed close to the entrance on the south western side of the road corridor. This was the only feature to be uncovered (Fig 3).

A random scatter of flints from the base of the subsoil (3) and unstratified from within the plough soil hint at prehistoric activity within the area. None were diagnostic.

Other artefacts recovered (along with modern ceramics which was not collected) are probably derived from the spreading of domestic midden material over the fields in order to improve their fertility.

No other features of archaeological interest were recorded over the area of the site and this part of the development had very little or no impact on any significant buried remains.

References

Cornwall County Council, 1996. *Cornwall: A Landscape Assessment 1994* report produced by Landscape Design Associates in association with Cornwall Archaeological Unit

Johnson, AE, 2007. *Land at Bude Stratton business park, Bude, Cornwall. Magnetometer (Gradiometer) Survey*. Exeter Archaeology.

Project archive

The HE project number is **2011074**

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

1. Projects file containing site records and notes, project correspondence and administration (2011074).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE753/1-2).
3. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.A-D\Bude Stratton Business Park WB Sept 2011074
4. English Heritage/ADS OASIS online reference: cornwall2- 109641
5. This report text is held in digital form as: G:\Historic Environment (Documents)\HE Projects\Sites\Sites B\Bude Stratton Business Park extension WB 2011074\ Archive Report.doc
6. Artefacts retained during the course of this project have been given the site code BDST11. These are temporarily held at the HE archive store.

Appendix 1. Finds catalogue.

Context No: Unstratified

MATERIAL	WEIGHT (g)	NO OF ITEMS	OBJECT NO	INTERIM BOX NO
Stonework				
Flint	93g	7		
Quartzite	79g	1		
Bone				
Animal	5g	1		
Clay				
Other: Clay pipe	7g	1		

- 1 large black chert flake. Utilised. Prehistoric.
- 1 Flint primary flake. Prehistoric.
- 1 small flint pebble core. Prehistoric.
- 1 Flint core rejuvenation flake. Prehistoric.
- 2 small flint blades. Prehistoric.
- 1 small flint burin. Prehistoric.
- 1 Quartzite pebble whetstone. Prehistoric?
- 1 clay pipe stem fragment $\varnothing = 1.5\text{mm}$ circa 1750-1800
- 1 animal bone fragment.

Context No: (3) at base

MATERIAL	WEIGHT (g)	NO OF ITEMS	OBJECT NO	INTERIM BOX NO
Stonework				
Flint	18g	3		
Quartzite	154g	1		
Glass				
Modern	1g	1		

- 1 chert core rejuvenation flake, worked into a scraper. Prehistoric.
- 1 butt end of a flint blade (broken). Burnt. Prehistoric.
- 1 burnt flint flake. Prehistoric.
- 1 Quartzite elongated pebble utilised as a whetstone. Prehistoric?
- 1 fragment of modern green bottle glass. 18th to 19th centuries.

Appendix 2. Brief For Archaeological Recording.

Date: 18 July 2011
Address: Bude-Stratton Business Park Extension
Site: Land adjacent to Bude-Stratton Business Park, Bude
Applicant: Mr M Dennis, Thorne Farm, Bude EX23 0LS
Agent: Peter Wannacott, Rodds Bridge Farm, Bude, Cornwall, EX23 0LS (this brief supplied to Mark Dennis thornefarm@btconnect.com)

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

Local Planning Authority Officer: Simon King, Planning & Regeneration, Cornwall Council, 3-5 Barn Lane, Bodmin PL31 1LZ

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

Contractors Written Scheme of Investigation (WSI)

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

1 Introduction

This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at Bude-Stratton Business Park Extension to discharge condition 6 of planning application 2006/00600 placed on the development.

2 Site Location and Description

The site comprises two fields to the north of the Bude-Stratton Business Park. It is situated to the west of the A39, at OS Grid Reference SS 22104 05582. These fields are on a fairly gentle north west facing slope. The change in height is from approximately 45m to 40m.

3 Planning Background

Outline planning application 2006/00600 was submitted on the 21st March 2006 and was for the change of use of agricultural land to B1, B2 and B8 uses to form an extension to Bude-Stratton Business Park. This application has been approved subject to 6 conditions. Condition 6 states:

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

4 Archaeological Background

The proposed site is on land recorded by the Cornwall and Scilly Historic Environment Record as being 'Anciently Enclosed Land' (AEL). The Cornwall Landscape Assessment 1994 describes AEL as:

Typical Historical/Archaeological Components

Much important archaeological material will survive below the surface, including the Bronze Age, Iron Age and Romano-British settlements and fields of the farmers who originally cleared this zone. (Page 142)

Potential for historical and archaeological research

Considerable. Each farming settlement will contain a wealth of historical, architectural and archaeological information. Surveys of field systems yield considerable agricultural, social, and tenurial information. Buried archaeological features can be expected virtually anywhere in this zone. (Page 143)

Although the fields in question have been under cultivation there may be buried archaeological remains associated with the prehistoric periods mentioned above. Although less likely there is also the potential for medieval remains associated with the moated site. Of particular note is the 'kink' in the field boundary separating the two fields. These abrupt changes in direction can be associated with the boundary skirting a once upstanding monument.

5 Requirement for Work

Ground works associated with the development may disturb buried archaeological remains. Therefore, what is required is an archaeological 'watching brief' undertaken across the whole of the development area during the early stages of groundworks. 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 Bude and Stratton from any archaeological remains encountered

6 General Methodology

- 6.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 6.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 6.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 6.4 All of the latest Health and Safety guidelines shall be followed on site.

- 6.5 The IfA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.
- 6.6 Terminology will be consistent with the English Heritage Thesaurus.

7 Archaeological Recording Methodology

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

8 Finds

- 8.1 All finds, where appropriate, will be retained from each archaeological context excavated.
- 8.2 All finds, where appropriate, shall be washed.
- 8.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.
- 8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.

- 8.5 The requirements for conservation and storage shall be agreed with the Royal Cornwall Museum prior to the start of work, and confirmed in writing to the HEPAO.
- 8.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 8.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 8.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 8.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

9 Human Remains

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

10 Results

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

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

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

11 Archive Deposition

11.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the appropriate museum.

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

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

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

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

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

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

12 Monitoring

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

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

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

Appendix 3. Written Scheme of investigation for Archaeological Mitigation at Bude/Stratton Business Park extension

1. Introduction

1.1 Background

Historic Environment Projects, Cornwall Council have been requested by Mr Mark Dennis to provide a project design and estimate for a programme of archaeological recording ahead of the extension of the Bude/Stratton Business Park. The development will cover an area of approximately 6.5 HA. These investigations will be required as part of planning condition (2006/00600). The condition is worded as follows:

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

Phil Copleston (Historic Environment Planning Advice Officer, Cornwall Council) has produced a brief for archaeological recording (18/7/11) and has been consulted in the preparation of this project design and his requirements for archaeological recording have guided this project design and estimate.

1.2 Historical background

The development area is located within land which has been characterized as being "Anciently Enclosed Land". "Anciently Enclosed Land" is land which has been settled since at least the medieval period and which often contains archaeological remains dating to prehistoric and medieval times. So there is the potential for the preservation of buried archaeological material to survive in the project area. A number of sites have been identified in the vicinity of the development area from the Cornwall and Scilly Historic Environment Record (CSHER). They include:

- The proposed development is situated to the south of a crop-mark enclosure of probable prehistoric date (MCO38817).
- Romano-British coins are recorded as being discovered at Binhamy, to the north of the development site (MCO200).
- The proposed development is situated to the south of the moated medieval settlement site at Binhamy (MCO21883).

Potential sites

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

2. Aims and objectives

- To ensure that the site works are carried out in such a way as to allow recording as set out in this Written Scheme of Investigation.
- To establish the presence/absence of archaeological remains and record archaeological features and deposits affected by the scheme.
- To determine the extent, condition, nature, character, date and significance of any archaeological remains encountered

- To establish the nature of the activity on the site.
- To identify any artefacts relating to the occupation or use of the site
- To deposit the archive (including any finds) with the relevant museum and disseminate the results of discoveries as a concise archive report and, if merited, wider publication.

2.1 Key objectives are:

- To locate and identify and record prehistoric and/or medieval settlement activity in the area of the development, thereby providing further information on the archaeology of the development site and the surrounding area.

3. Methodology

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

3.1 Fieldwork

3.1.1 Archaeological Recording

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

During the archaeological recording the archaeologist will:

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

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

Where necessary the detailed archaeological recording may include:

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

Recording - general

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey Landline (electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.
- All features and finds will be accurately located at an appropriate scale. Sections will normally be drawn at 1:10 and plans at 1:20.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.
- Photography: scaled monochrome photography will be used as the main record medium, with colour digital images used more selectively and for illustrative purposes. This will include both general and site specific photographs. Photographs should have a

scale and detailed ones should include a north arrow.

- Drawings and photographs will be recorded in a register giving details of feature number and location.
- Sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within significant archaeological features (ditches and pits, etc) will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Regional Advisor for Archaeological Science).
- If human remains are discovered on the site the Historic Environment Planning Advice Officer and the Ministry of Justice will be informed. All recording will conform to best practice and legal requirements.
- If human remains are uncovered, which require excavation, they will be will be excavated with due reverence. The site will be adequately screened from public view. Once excavated, human remains must not be exposed to public view.
- If human remains are not to be removed their physical security will be ensured, by back filling as soon as possible after recording.

3.2 Treatment of finds

The archaeological fieldwork may produce artefactual material.

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

3.3 Archiving

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

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

- All records (context sheets, photographs, etc) will be ordered, catalogued and stored in an appropriate manner (according to HE guidelines).
- The site archive and finds will initially be stored at HE premises and transferred to the Royal Cornwall Museum and the RCM conditions for archives will be followed. The RCM will be notified of the commencement of the project and included in discussions for sampling and disposal as appropriate.
- In the event that there are no finds or they are retained by the owner, the documentary archive in due course shall be deposited with the Cornwall Record Office, but in the medium term will be stored at Pound and Co. All digital records will be filed on the Cornwall Council network.

3.4 Archive report

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

This will involve:

- producing a descriptive text;
- producing maps and line drawings;
- selecting photographs;
- report design;

- report editing;
- dissemination of the finished report
- deposition of archive and finds in the Royal Cornwall Museum, Truro.

The report will have the following contents:

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

An English Heritage/ADS online access to the index of archaeological investigations (OASIS) record will be made.

3.5 Assessment/analysis

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

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

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

3.6 Final publication

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

4. Monitoring

- This written scheme of investigation will need to be approved by the Planning authority.
- The recording exercise will be monitored. The Historic Environment Planning Advice Officer should be informed 1 week in advance of the intention to start the recording.
- HE Projects will liaise with the Historic Environment Planning Advice Officer to advise on the programme and progress of work, and agree site meetings as required.
- A summary of the results will be presented to the Historic Environment Planning

Advice Officer within 1 month of the completion of the fieldwork.

- In the event that significant remains are encountered an updated project design will be agreed with the Historic Environment Planning Advice Officer.

5. Project Staff

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

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

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

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

6. Timetable

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

7. Health and safety during the fieldwork

7.1 Health and safety statement

Historic Environment is within the Environment, Planning and Economy Directorate of Cornwall Council. The HE projects team follows Cornwall Council's *Statement of Safety Policy*.

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

8. Insurance

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

9. Standards

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

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

10. Copyright

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

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

Use of the material will be granted to the client.

11. Freedom of Information

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

Notes

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

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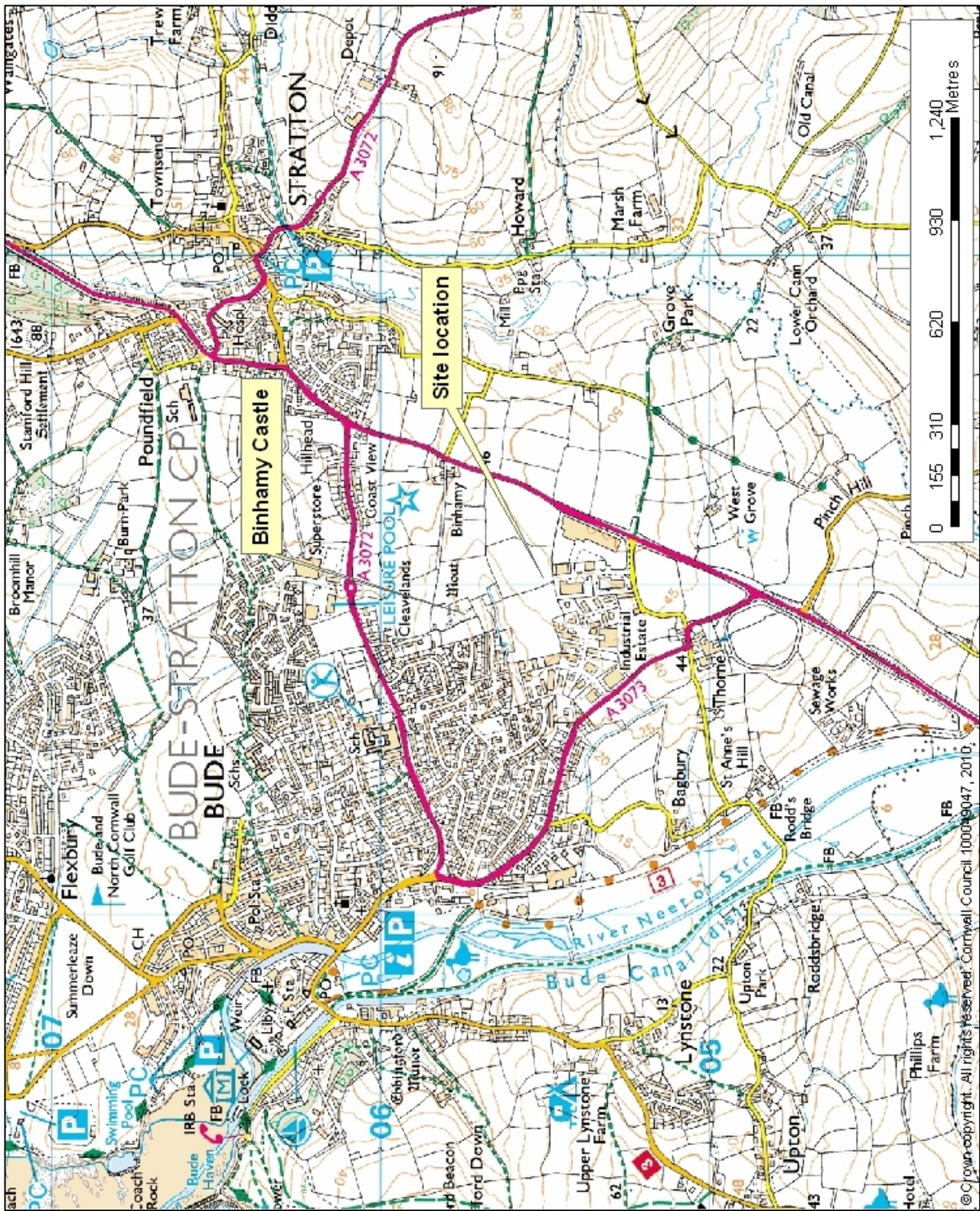


Figure 1. Site location.

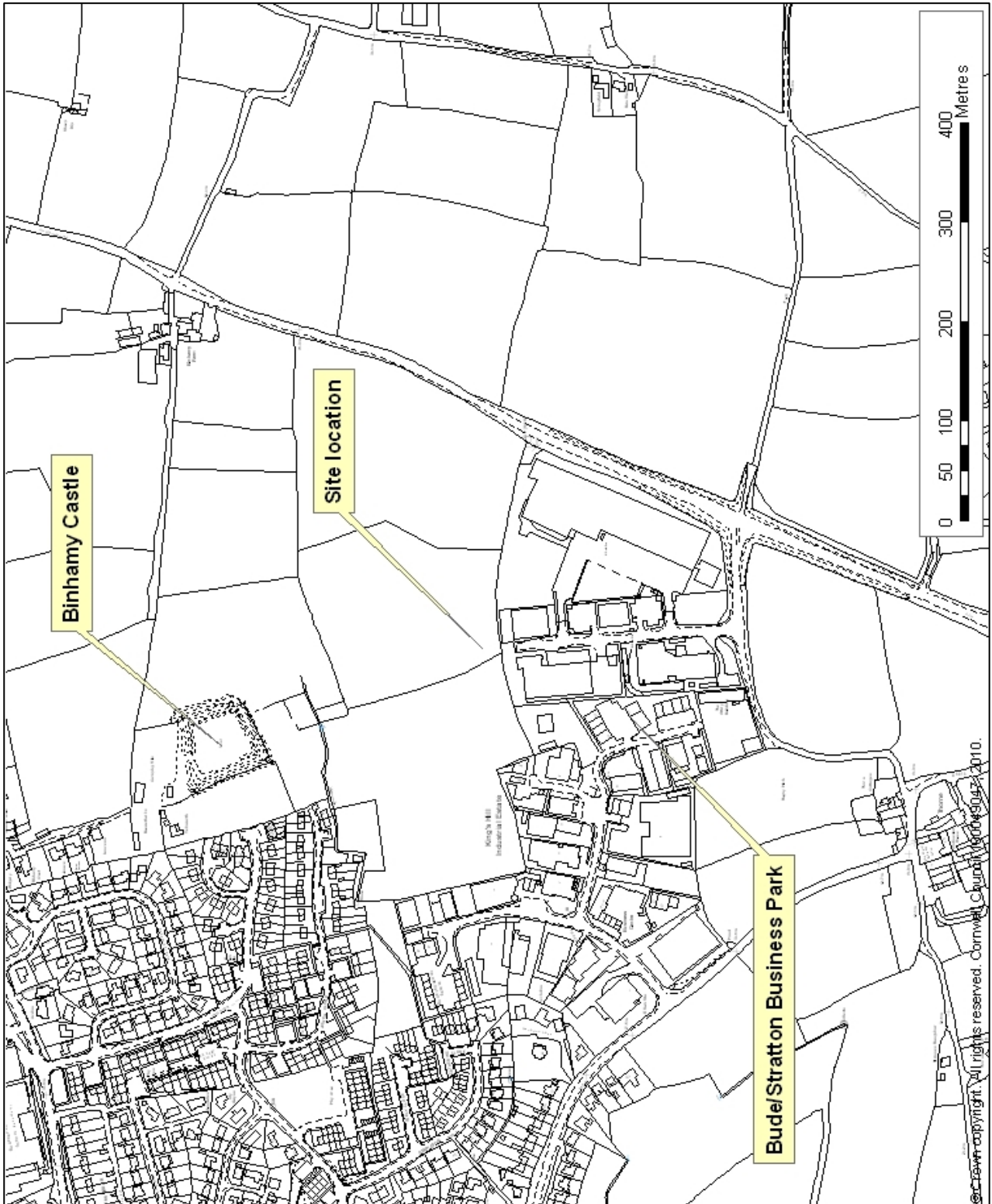


Figure 2. Detailed Site location.

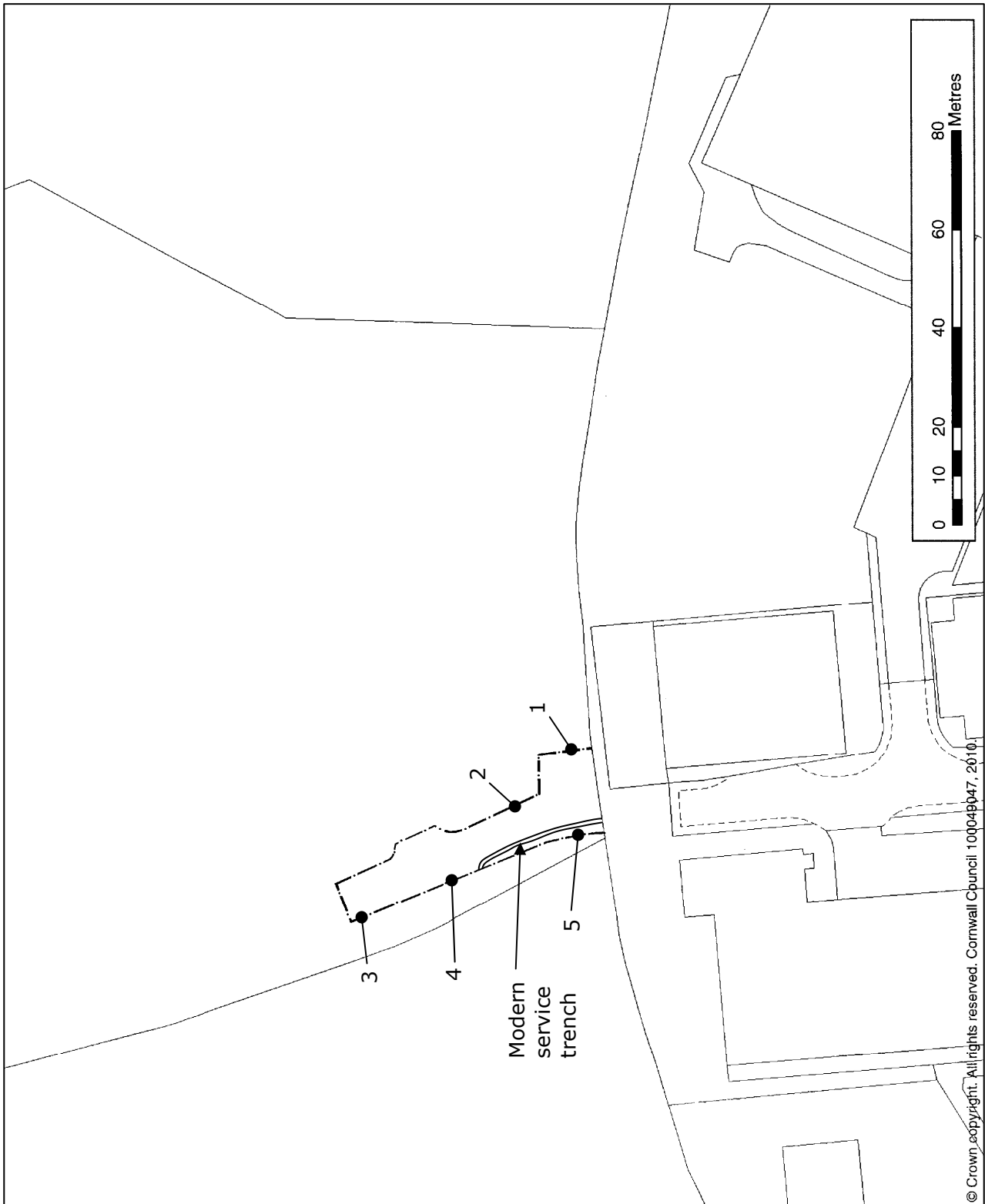


Figure 3. Site plan showing location of recorded sections.