

Trembleathe Barton, St Ervan, Wadebridge, Cornwall

Archaeological Watching Brief



©Crown copyright. All rights reserved. Cornwall Council 100049047, 2010.

Historic Environment Projects

Report No 2011R102	Report Name Trembleathe Barton, St Ervan, Wadebridge: Archaeological Watching Brief	Report Author C. M. Thorpe
-----------------------	---	-------------------------------

Event Type Watching Brief			
------------------------------	--	--	--

Client Organisation Mr Richard Banbury	Client Contact
---	----------------

Monuments (MonUID)					

Fieldwork dates (From)	(To)	(Created By)	(Create Date)
21/09/11	21/09/11	CMT	Sep 2011

Location (postal address; or general location and parish) Trembleathe Barton Farm. St Ervan CP

(Town - for urban sites) St Ervan	(Postcode) EX23 8LY
--------------------------------------	------------------------

(Easting) X co-ord SW 88858	(Northing) Y co-ord 69471		
--------------------------------	------------------------------	--	--

List of Figures

- Cover Aerial view of site (Cornwall Council 100049047 2010)
- Fig 1 Site location
- Fig 2 Detailed site location.
- Fig 3 Site plan showing location of described sections



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

Project background

HE Projects was commissioned by Mr Richard Banbury to undertake a programme of archaeological recording during ground works required ahead of the erection of a wind turbine.

The base of the turbine measured 6m x 6m while a length of trench for an electric cable connecting the turbine to the farm was approximately 150m long. The cable trench was on average 0.3m wide. The area examined was approximately 0.014Ha (Figs 1–3).

The development was the subject of a planning condition, which required that archaeological recording took place ahead of construction (PA11/04753).

Phil Copleston (Historic Environment Planning Advice Officer, Cornwall Council) produced a brief (Appendix 1) for archaeological recording (05/09/11) and was consulted over the requirements for the archaeological recording. A written scheme of investigation, outlining the methodology for archaeological recording was produced (06/09/11) by Adam Sharpe (Senior Archaeologist, HE Projects) in response to Phil Copleston's brief (Appendix 2).

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) within the HLC Type 'Farmland Medieval'. "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 (Fig 2). They included:

- The field name within which the turbine was to be erected is 'Burrow Close' which suggests that this may be the site of a Bronze Age barrow (MCO3713)
- A crop-mark and slight earthwork enclosure of probable Iron Age/Romano-British date (MCO8678) lies 315m to the ENE of the site.
- Trembleathe Barton Farm some 220m to the NNE of the site is recorded as an early-medieval settlement first recorded in 1259 (MCO17524).
- The site of the medieval manor house of Trembleathe belonging to the Arundell family lies 350m to the north of the site (MCO11475)
- A site of a medieval chapel (MCO10304) lies 390m 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.

Site description

The field covered by the watching brief is on gently sloping ground that falls towards the southwest from a height of 82m OD to 72m OD. It lies to the southeast of the settlement of Trembleathe Barton, within the ecclesiastical parish of St Ervan (Figs 1 and 2). The field is currently utilised for grazing. The underlying geology consists of Devonian sandstones, siltstones, and mudstones of the Bedruthan 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.
- To 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 base of the wind generator was 6m x 6m, and reached a maximum depth of 1m. The electric cable run was 150m long, averaged 0.30m wide and reached a depth of approximately 0.70m. The total area of ground examined was approximately 0.014 hectares (Fig 3).

Five sections were recorded across the site, both along the cable run and within the area stripped for the generator base, full descriptions of which can be found in the site archive. Two are presented here to illustrate the nature of the ground encountered.

Section 1 Generator base

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	Ploughsoil	(2)
0.15m – 0.35m	0.20m	Yellow, grey-brown clay	subsoil	(3)
0.35m – 1.0m Not bottomed	Not bottomed. Excavated to depth of 1.0m	Solid grey-green, brown shillet bedrock with large blocks of vein quartz at base.	Decayed natural bedrock	(4)

Section 3 Electric cable run

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.	Ploughsoil	(2)
0.15m – 0.35m	0.20m	Yellow, grey-brown clay.	Subsoil	(3)
0.35m – 0.70m Not bottomed	Not bottomed. Excavated to a maximum	Solid grey-green, brown shillet bedrock with large blocks of vein quartz at base.	Decayed natural bedrock	(4)

	depth of 0.70m			
--	-------------------	--	--	--

This was the profile seen across the whole length of the cable run. The only changes observed were variations in the soil depth this having an average depth of 0.25m at the top of slope (northern end of field) and 0.40m down slope at the southern end.

No artefacts were recovered. No features of archaeological interest were recorded over the area of the site and this development had 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

Project archive

The HE project number is **2011079**

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 (2011079).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE760/1-2).
3. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.Q-T\Trembleathe Barton WB 2011079
4. English Heritage/ADS OASIS online reference: cornwall2- 110657
5. This report text is held in digital form as: G:\Historic Environment (Documents)\HE Projects\Sites\Sites T\Trembleathe Barton turbine watching brief 2011079\Report

Appendix 1. Brief For Archaeological Recording

Date: 05 September 2011

Address: Land to the south of Trembleathe Barton, St Ervan, Wadebridge, Cornwall, PL27 7TA

Site: Site for single 11kw Gaia Wind Turbine

Applicant: Richard Banbury, Trembleathe Barton, St Ervan, Wadebridge, Cornwall, PL27 7TA

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:

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 Trembleathe Barton to discharge condition 4 of planning application PA11/04753 placed on the development.

2 Site Location and Description

The site is located in a long pasture field, circa 250m SSW of Trembleathe Barton, centred on Ordnance Survey grid reference SX 88842 69459.

3 Planning Background

Planning application PA11/04753 was submitted on the 17 June 2011 and was for the "installation of a Gaia Wind 11kw turbine mounted on an 18 metre high tower, hub of the rotor is at 18.3 metres, the rotor is a twin blade design". This application has been approved subject to five conditions. Condition 4 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 PPS5 'Planning for the Historic Environment'.

4 Archaeological Background

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER) as situated with 'Anciently Enclosed Land' with a high potential for survival of buried archaeological remains.

In addition there are several known archaeological sites nearby: notably, MCO3713 Trembleathe Bronze Age barrow is within the development area (same field) as the proposed wind turbine, and is described on the HER as "The field-name 'Burrow Close' suggests the site of a barrow but there are no remains"; and 350m WNE of the proposed turbine is MCO8678 Trembleathe Iron Age round/Romano British Round, described on the HER as "Polygonal univallate enclosure, 60m by 45m, partially visible as a soil mark bank on air photographs".

Trembleathe Barton itself (MCO17524), 220m to the NNE, is recorded by the HER as an Early Medieval settlement, Medieval settlement, and described as "The settlement of Trembleathe is first recorded in 1259 when it is spelt Trebleyd".

350m directly north, the HER records MCO11475 Trembleathe Medieval House and describes it as 'The site of the former manor house of the Arundells before they moved to Lanherne. The present house has no external features to suggest an early date and the site of the Arundell mansion may be at the grid reference given, where there is a rectangular platform and some ancient terraces. This would also put it close to the alleged site of a chapel' (see next entry). 'There are now no remains on the site, but in 1964 a single piece of Cataclews tracery was visible on the site. The piece could have come from the house or chapel'.

Just 40m further north of the possible site of Trembleathe Manor House, at 390m north of the proposed wind turbine, is MCO10304 Trembleathe Medieval chapel, described on the HER as 'The licence for a chapel at Trembleathe was granted in 1329; a platform where tracery was found may be its former position.'

A possible Medieval Hollow Way (sunken trackway) (MCO29964) is marked on the HER as running SW-NE from the site of the possible chapel towards MCO5823 St Ervan Medieval Cross (no remains). A similar trackway is indicated on the HER on a similar alignment, running NE-SW, starting 250m SW of the location of the proposed wind turbine.

5 Requirement for Work

Ground works associated with the development may disturb buried archaeological remains. An archaeological 'watching brief' is envisaged here. 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 Trembleathe Barton and surrounding area from any archaeological remains encountered

6 General Methodology

- 6.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 6.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 6.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 6.4 All of the latest Health and Safety guidelines shall be followed on site.
- 6.5 The IfA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.
- 6.6 Terminology will be consistent with the English Heritage Thesaurus.

7 Archaeological Recording Methodology

- 7.1 Prior to the commencement of on site works the archaeological contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth, where appropriate.
- 7.2 An archaeologist shall be present during all ground works associated with the development, unless circumstances dictate a different approach. A toothless ditching bucket can be used for the removal of any overburden until the first archaeological horizon is exposed. This will then be hand cleaned as appropriate.
- 7.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.
- 7.4 Details of how all archaeological contexts and artefacts will be excavated, surveyed, recovered and recorded shall be provided. The site will be tied into the national grid.

- 7.5 Details of the site planning policy shall be given in the WSI. The normal preferred policy for the scale of archaeological site plans is 1:20 and sections 1:10, unless circumstances indicate that other scales would be more appropriate.
- 7.6 The photographic record shall consist of prints in both black and white and colour together with the negatives. Digital photography may be used for report illustration. For both general and specific photographs, a photographic scale shall be included. In the case of detailed photographs it may be appropriate to include a north arrow. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.
- 7.7 If significant archaeological deposits are exposed, all works must cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

8 Finds

- 8.1 All finds, where appropriate, will be retained from each archaeological context excavated.
- 8.2 All finds, where appropriate, shall be washed.
- 8.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.
- 8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.
- 8.5 The requirements for conservation and storage shall be agreed with the Royal Cornwall Museum prior to the start of work, and confirmed in writing to the HEPAO.
- 8.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 8.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 8.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 8.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

9 Human Remains

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

10 Results

- 10.1 The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the archaeological contractor, Cornwall Council Historic Environment Service and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 10.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 10.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 10.4 The report must contain:

- A concise non-technical summary of the project results.
 - The aims and methods adopted in the course of the investigation.
 - A discussion of the archaeological findings in terms of both the site specific aims and the desk based research.
 - A location map, a drawing showing those areas examined as part of the archaeological recording, and copies of any archaeological plans and sections. All plans shall be tied to the national grid.
 - All specialist reports and assessments.
 - A summary of the archive contents and date of deposition.
 - A context register with brief descriptions shall be included as an appendix.
 - A copy of the brief and the approved WSI will be included as an appendix.
- 10.5 A contingency shall be made within the costs for full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

11 Archive Deposition

- 11.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the appropriate museum.
- 11.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Cornwall Record Office and with the Courtney Library of the Royal Institution of Cornwall.
- 11.3 The archive including a copy of the written report shall be deposited with the Royal Cornwall Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- 11.4 Where there is only a documentary archive this will be deposited with the Cornwall Record Office as well as the Courtney Library of the Royal Institution of Cornwall.
- 11.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.
- 11.6 A summary of the contents of the archive shall be supplied to the HEPAO.
- 11.7 Only on completion of 11.1 to 11.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

12 Monitoring

- 12.1 The HEPAO will monitor the work and should be kept regularly informed of progress.
- 12.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.
- 12.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

Appendix 2. Trembleathe Barton, St. Ervan, Wadebridge: Written Scheme of Investigation for an archaeological watching brief during the erection of a wind turbine

Client: Richard Banbury
Client tel: 01841 540336
Client email: Richardbanbury333@btinternet.com

Site history

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER) as situated with 'Anciently Enclosed Land' with a high potential for survival of buried archaeological remains.

In addition there are several known archaeological sites nearby: notably, MCO3713 Trembleathe Bronze Age barrow is within the development area (the same field) as the proposed wind turbine, and is described on the HER as "*The field-name 'Burrow Close' suggests the site of a barrow but there are no remains*"; and 350m WNE of the proposed turbine is MCO8678 Trembleathe Iron Age round/Romano British Round, described on the HER as "*Polygonal univallate enclosure, 60m by 45m, partially visible as a soil mark bank on air photographs*".

Trembleathe Barton itself (MCO17524), 220m to the NNE, is recorded by the HER as an Early Medieval settlement, Medieval settlement, and described as '*The settlement of Trembleathe is first recorded in 1259 when it is spelt Trebleyd*'. 350m directly north, the HER records MCO11475 Trembleathe Medieval House and describes it as '*The site of the former manor house of the Arundells before they moved to Lanherne. The present house has no external features to suggest an early date and the site of the Arundell mansion may be at the grid reference given, where there is a rectangular platform and some ancient terraces. This would also put it close to the alleged site of a chapel (see next entry). There are now no remains on the site, but in 1964 a single piece of Cataclews tracery was visible on the site. The piece could have come from the house or chapel.*'

Just 40m further north of the possible site of Trembleathe Manor House, at 390m north of the proposed wind turbine, is MCO10304 Trembleathe Medieval chapel, described on the HER as '*The licence for a chapel at Trembleathe was granted in 1329; a platform where tracery was found may be its former position.*'

A possible Medieval Hollow Way (sunken trackway) (MCO29964) is marked on the HER as running SW-NE from the site of the possible chapel towards MCO5823 St Ervan Medieval Cross (no remains). A similar trackway is indicated on the HER on a similar alignment, running NE-SW, starting 250m SW of the location of the proposed wind turbine.

Project background

Planning application PA11/04753 was submitted on the 17 June 2011 and was for the '*installation of a Gaia Wind 11kw turbine mounted on an 18 metre high tower, hub of the rotor is at 18.3 metres, the rotor is a twin blade design*'. This application has been approved subject to five conditions. Condition 4 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 PPS5 'Planning for the Historic Environment'.'

A brief issued by Phil Copleston, Historic Environment Planning Advice Officer (East Cornwall) was issued on 5th September 2011, setting out the requirements for

archaeological recording during groundworks associated with the erection of this wind turbine. This WSI sets out to meet the requirements of the brief.

The brief states that ground works associated with the development may disturb buried archaeological remains. An archaeological 'watching brief' is envisaged here. 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.

Project extent

The exact location of the proposed wind turbine is unknown, though its site is understood to be to the south of Trembleathe Barton farm in the parish of St. Ervan at approximately SW 88865 69538. The area under investigation is limited to that required for the foundation for the turbine mast, and likely to be less than 10m x 10m in extent.

Aims and objectives

The site specific aims identified in the brief 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 Trembleathe Barton and surrounding area from any archaeological remains encountered.

The project objective is produce a report setting out the results of the archaeological watching brief and placing them in their historical and landscape context.

Working methods

All recording work will be undertaken according to the Institute for Archaeologists *Standards and Guidance for Archaeological Investigation and Recording*. Staff will follow the *IfA Code of Conduct* and *Code of Approved Practice for the Regulation of Contractual Arrangements in Archaeology*. The Institute for Archaeologists is the professional body for archaeologists working in the UK.

Desk-based assessment

A brief desk-based assessment will be carried out to inform the fieldwork stage. This will comprise:

- Published sources
- Historic maps, including
 - Joel Gascoyne's map of Cornwall (1699)
 - Thomas Martyn's map of Cornwall (1748),
 - OS 1 inch survey (c1810)
 - Parish Tithe maps (c1840),
 - 1st and 2nd Editions of the OS 25 inch maps (c1880 and c1907)
- Modern maps

The soil strip will 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 (i.e. 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.

Treatment of finds

The archaeological fieldwork may produce artefactual material.

All finds in significant stratified contexts predating 1800 AD (e.g., 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.

Creation of site archive

To include:

- Archiving of black and white photographs to HER standards. All monochrome photographs will be archived using the HE photo database
- Digital colour photographs (stored according to HER guidelines and copies of images made available to the client)

- Preparation of finished drawings
- Completion of the English Heritage/ADS OASIS online archive index

Archive report

A written report will include:

- Summary
- Project background
- Aims and objectives
- Methodologies
- Location and setting
- Designations
- Site history
- Archaeological results
- Chronology/dating evidence
- Significance
- Conclusions
- References
- Project archive index
- Supporting illustrations: location map, historic maps, plans, elevations/sections, photographs

A paper copy and a digital (PDF) copy of the report, illustrations and any other files will be held in the Cornwall HER. Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

Archive deposition

An index to the site archive will be created and the archive contents prepared for long term storage, in accordance with HE standards.

The archiving will comprise the following:

1. All correspondence relating to the project, the WSI, a single paper copy of the report together with an electronic copy on CD, stored in an archive standard (acid-free) documentation box
2. A2 drawn archive storage (plastic wallets for the annotated record drawings)
3. Archive standard negative holders and archive print holders, to be stored in the HES system until transferred to the Royal Cornwall Museum.
4. All black and white photographs will be archived using captioned labels, appropriate record forms and location plans. Other photo records will be supplied with written captions and subject to appropriate batch archiving to be held in safe archival storage.
5. The project documentary archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at either the Royal Cornwall Museum (if accompanied by artefacts) or at the Cornwall Record Office.
6. The results of the watching brief will be reviewed on completion with the HEPAO and the Client to establish whether these warrant a programme of further analysis and publication.

Timetable

The study is anticipated to be commenced during Autumn 2011. HE will require at least two weeks notice before commencement of work, in order to allow to allocate field staff time and arrange other logistics.

The archive report will be completed within 3 months of the end of the fieldwork. The deposition of the archive will be completed within 3 months of the completion of the archive report.

Monitoring and Signing Off Condition

Monitoring of the project will be carried out by Phil Copleston, Historic Environment Planning Advice Officer. Where the Historic Environment Planning Advice Officer is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the local planning authority (LPA).

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork
- Completion of archive report
- Deposition of the archive

Historic Environment Projects

Historic Environment Projects is the contracting arm of Historic Environment, Cornwall Council (HE). HE employs some 20 project staff with a broad range of expertise, undertaking around 100 projects each year.

HE 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

HE is a Registered Organisation with the Institute for Archaeologists and follows their Standards and Code of Conduct.

As part of Cornwall Council, HE has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

Terms and conditions

Contract

The HE projects team is part of 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 HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

Project staff

The project will be managed by a nominated Senior Archaeologist (Adam Sharpe BA MIfA) who will:

- Discuss and agree the detailed objectives and programme of each stage of the project with the client and the field officers, including arrangements for health and safety.
- Monitor progress and results for each stage.
- Edit the project report.
- Liaise with the client regarding the budget and related issues.

Work will be carried out by HE field staff, with assistance from qualified specialists and sub-contractors where appropriate.

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 the 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 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 may need to disclose any information it holds, unless it is excluded from disclosure under the Act.

Health and safety statement

HE follows the Council's *Statement of Safety Policy*. For more specific policy and guidelines HE uses the manual *Health and Safety in Field Archaeology* (2002) endorsed by the Standing Conference of Archaeological Unit Managers.

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

Insurance

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

Adam Sharpe BA MIfA

Senior Archaeologist

06/09/2011

Historic Environment Projects

Cornwall Council

Kennall Building, Old County Hall, Station Road, Truro, Cornwall. TR1 3AY

Tel: 01872 323603 Fax: 01872 323811

Email: asharpe@cornwall.gov.uk

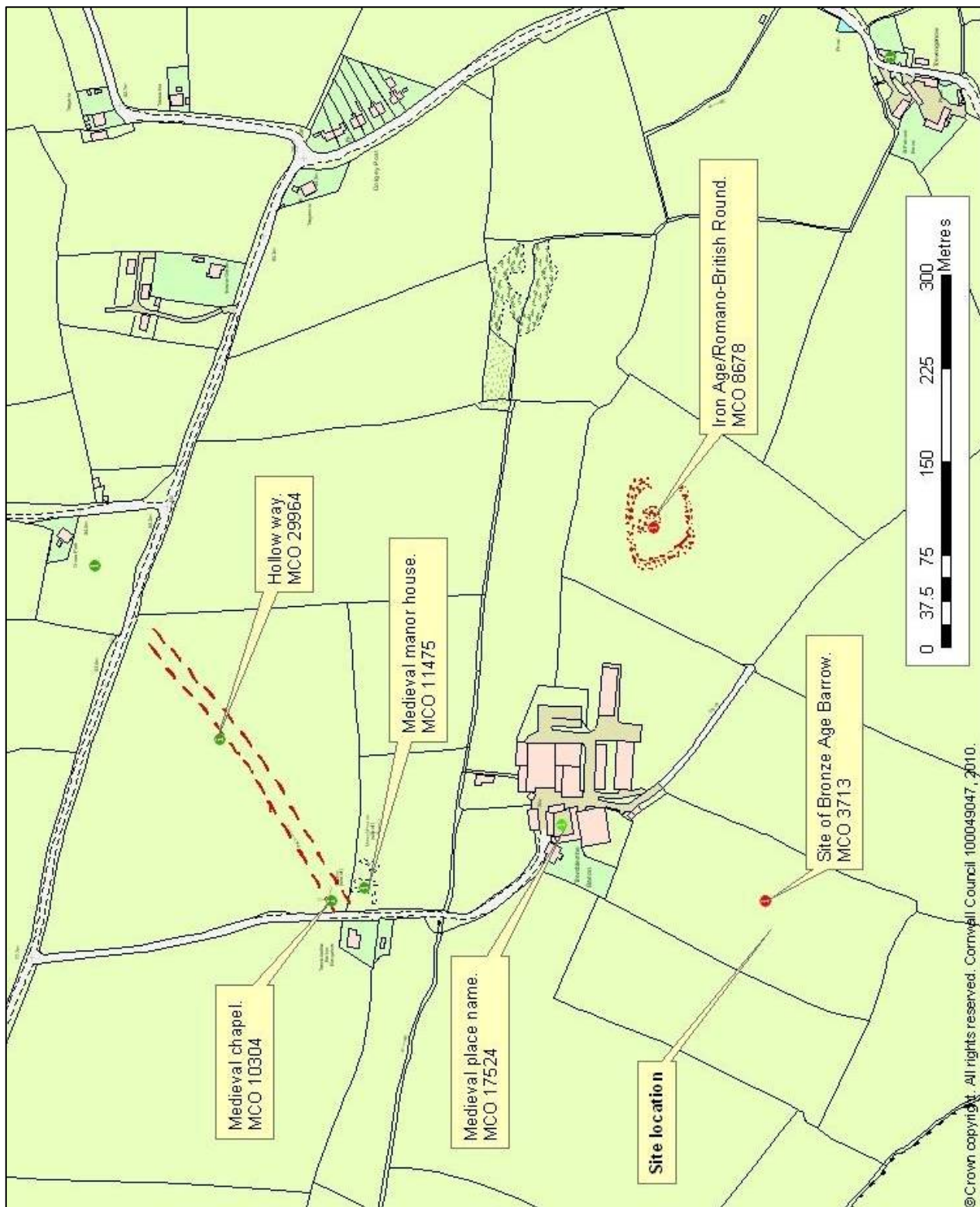


Figure 2. Detailed site location

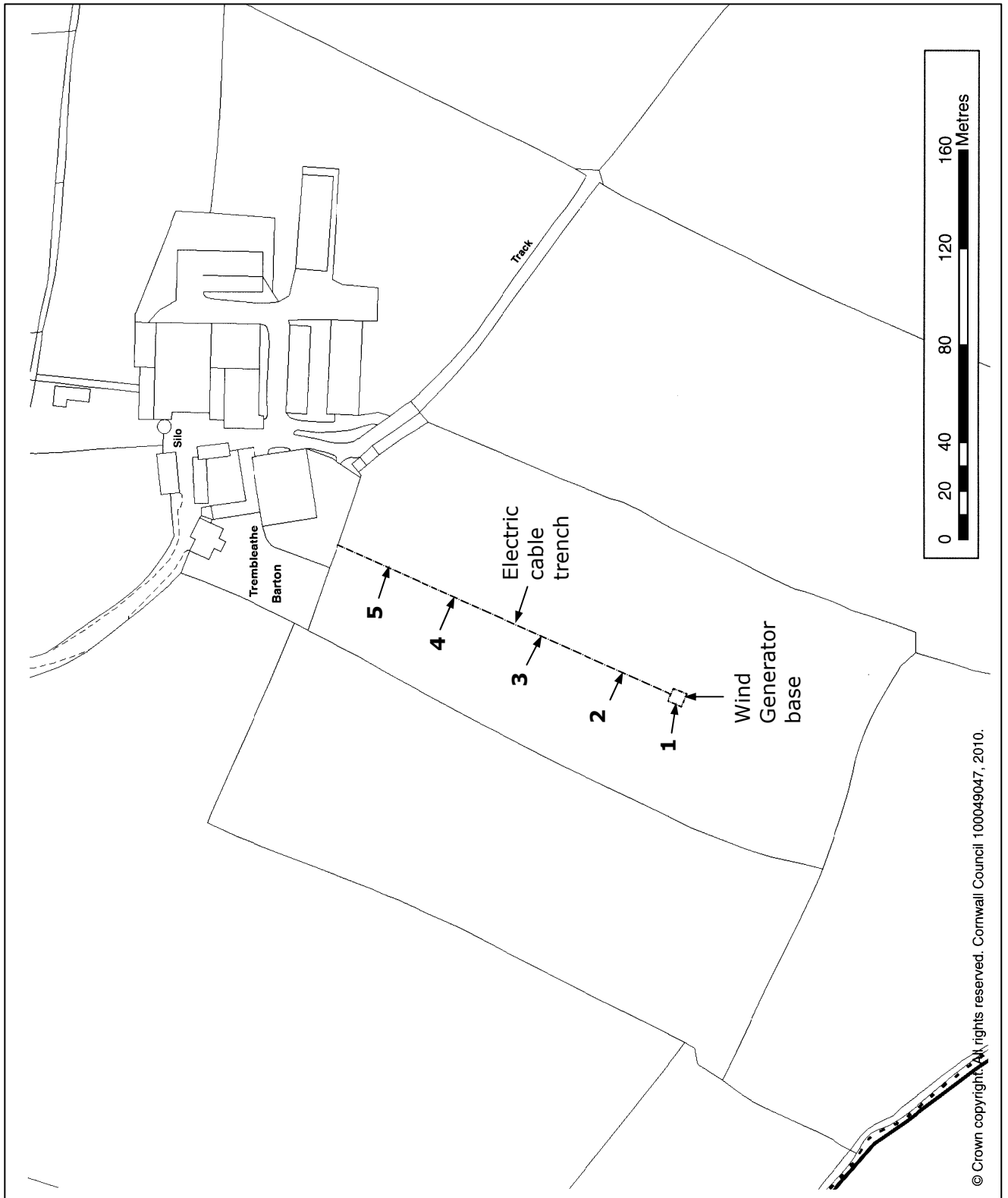


Figure 3. Site plan showing location of recorded sections.