



Stratton School, Bude-Stratton, Cornwall: archaeological evaluation



Historic Environment Projects

Stratton School, Bude-Stratton, Cornwall: archaeological evaluation

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Acknowledgements

This project was commissioned by the Bailey Partnership on behalf of Cornwall Council and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Adam Sharpe.

The excavation team comprised James Gossip (Project Officer) and Francis Shepherd.

Thanks to headmaster Phil Aldiss and the staff of Stratton School for their help and co-operation during the project.

The views and recommendations expressed in this report are those of Historic Environment Projects and are presented in good faith on the basis of professional judgement and on information currently available.

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.



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Cover illustration excavation of trench B at Stratton School

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Abbreviations

HER Cornwall and the Isles of Scilly Historic Environment Record

HE Historic Environment, Cornwall Council

HEPAO Historic Environment Planning Advice Officer

WSI Written Scheme of Investigation

HBSMR Historic Buildings, Sites and Monuments Record

1 Summary

During November 2011 Historic Environment Projects, Cornwall Council, carried out an archaeological evaluation at Stratton School near Bude, Cornwall, targeting anomalies revealed by geophysical survey in advance of proposed building works. Of greatest interest on this survey were both curvilinear and linear anomalies which potentially represented late prehistoric settlement. The project area fell within the Civil War battlefield site of Stamford Hill and it was thought possible that associated artefacts from this may also have been present in the geophysical data. The evaluation trenching showed that archaeological deposits were absent. Linear ditches revealed during the project suggested that these were parts of former fields or garden features associated with the early twentieth century school.

2 Introduction

2.1 Project background

During November 2011 Cornwall Council's Historic Environment (HE) Projects team undertook a programme of archaeological evaluation at Stratton School, Stratton Cornwall (centred on Ordnance Survey grid reference SS 22552 06595; Fig 1) in advance of the proposed construction of new buildings and facilities. The work was guided by a written scheme of investigation prepared by HE Projects (Section 8; Sharpe 2011) prepared as a response to requirements by Phil Copleston, Historic Environment Planning Advice Officer (HEPAO) for East Cornwall for a programme of work to assess the likely impacts on any sub-surface archaeology within the development area

An initial geophysical survey, commissioned by HE Projects as the first phase of the evaluation covered playing fields to the west of the school, appeared to show ploughed out medieval field boundaries, and produced ferrous responses which potentially related to evidence for the Civil War battle of Stamford Hill. It also showed a cluster of poorly-defined circular anomalies in the eastern part of the playing field which might have represented the remains of prehistoric round houses. A second geophysical survey in the northern part of the school grounds also revealed extensive ferrous responses, as well as further indications of curvilinear features.

In order to determine the identification and significance of the possible archaeological features revealed by the geophysical surveys, the HEPAO prepared a brief for the archaeological evaluation of key anomalies by trenching (brief dated 12/10/11).

2.2 Aims

The purpose of the archaeological evaluation was to determine the presence, character and significance of below ground archaeology. The aims of the evaluation were:

2.2.1

- To guide further discussion on the requirement for archaeological mitigation.
- To identify and describe any archaeological features.
- To record in detail any stratigraphical relationships.
- To recover artefacts from all archaeological deposits and features.
- To retrieve environmental and scientific dating evidence from all archaeological deposits and features.
- To increase our understanding of prehistoric and later settlement in north Cornwall.
- To record archaeological features in such a way to enable specialist analysis, interpretation, reconstruction and ultimately publication in an appropriate academic journal.

2.2.2 Research Objectives

The primary objective was to provide evidence for the character, potential and significance of the archaeological resource.

2.2.3 Objectives of this report

This report presents the results of the evaluation trenching and a statement of significance.

2.3 Methods

2.3.1 Fieldwork

All deposits were recorded in accordance with Historic Environment guidelines and in accordance with the Institute for Archaeologists' Standards and Code of Conduct (see below). Plans were drawn of all archaeological significant deposits.

Recording - general

- The topsoil was stripped to the level of the natural subsoil (the level at which archaeological deposits could be expected to survive) by mechanical excavator fitted with a toothless grading bucket, and then hand cleaned.
- The locations of the trenches were surveyed by Total Station EDM. Their positions were linked to a scaled base map (tied to the National Grid).
- All features were accurately located at an appropriate scale.
- All archaeological contexts were described to a standard format linked to a continuous numbering sequence.
- Finds were collected in sealable plastic bags labelled with the context number or other identifier.
- Photography: digital photography was used for record, illustrative and presentation purposes.

Allocation of numbers

- Context numbers from 100-104 were allocated to deposits in trench A
- Context numbers from 200-204 were allocated to deposits in trench B
- Context numbers from 300-302 were allocated to deposits in trench C

Treatment of finds

- In addition to the exposed natural subsoil and features all spoil heaps were inspected for unstratified artefacts and a metal detector was used to scan for metal objects.
- All finds in significant stratified contexts predating 1800 AD were retrieved and recorded by context. Some post-1800 material was collected in order to illustrate the density of the background scatter within the ploughsoil; this material was later discarded on site.

2.3.2 Archiving

An ordered and cross-referenced site archive has been produced. Site plans, photographs and other records have been completed and indexed.

2.3.3 Archive Report

Copies of this report will be distributed to the Client, the Historic Environment library and the local and main archaeological record libraries. Copies will be made available to any specialists undertaking work on the assessment and analysis of the site archive. A PDF copy of the report has been produced and an entry created in the ADS/OASIS online database of archaeological projects.

3 Location and setting

(background information from Sharpe, A, 2011c)

Stratton School is located to the northwest of Stratton village, centred at Ordnance Survey grid reference SS 22552 06595 (Fig 1). The archaeological evaluation was carried out in the open grassed area to the north of the school and adjacent adult

learning centre, the proposed site of the new school playground. Surrounding fields slope gently downhill to the north before rising to Stamford Hill.

The evaluation trenches were sited on land which has been characterised as 'Anciently Enclosed Land' (Cornwall County Council 1996). 'Anciently Enclosed Land' is made up of land associated with farming settlements documented before the seventeenth century AD and contains field patterns which are probably of prehistoric or medieval origin. Investigations across Cornwall have demonstrated that this Historic Landscape Character (HLC) Type has a high potential to contain buried archaeology dating to the prehistoric and Romano-British periods (Cole and Jones 2002-3; Jones and Taylor 2004). The c 1840 Tithe Map for the parish of Stratton and First edition 25 inch to the mile scale Ordnance survey (1880) record a well-preserved pattern of medieval strip fields in the surrounding area. This includes the boundary defining the survey area to the west, although in the area of the school and adjacent playing fields these medieval fields had been expanded in to the present field system by the time of the 1840 Tithe map.

The study area lies within the south-western part of the Stamford Hill Battlefield site. Stamford Hill was the site of a battle in 1643 during the Civil War, when the Earl of Stamford's Parliamentarian force was defeated by Royalists under the command of Sir Ralph Hopton. At the time of the battle, the late prehistoric enclosure (MCO8523), close to the summit of the hill was re-used as a gun battery (MCO21886) by the Parliamentarians. The road and parish boundary defining the northern edge of the site may have played a key part in battle tactics, including troop movements and shelter behind boundaries from attack from upslope to the north and east.

Nearby sites which have been identified on the Historic Buildings, Sites and Monuments Record (HBSMR) include:

- A Neolithic and/or Bronze Age arrowhead/s find spot (MCO1230) located to the northwest of the proposed development.
- Two Iron Age or Romano-British settlement enclosures to the west and north of the proposed development area (MCO38698 and MCO8523/21885).
- The early medieval settlement of Stratton (MCO11320) to the immediate east of the project area.
- Known medieval field systems including extant field boundaries of likely medieval origin forming an integral part of the Anciently Enclosed Landscape (Medieval Farmland) classification. The parish boundary between Stratton and Poughhill is likely to be complex and may contain evidence for re-modelling over a considerable period of time. The medieval settlements of Broomshill (MCO10750) and Burn (MCO13643) lie to the west of the development area and their associated medieval field systems (MCO38699 and MCO38700) which extend across the project area. A removed medieval field boundary (MCO38701) traverses the project area.
- Post-medieval sites, enclosure (MCO45863), pound (MCO21900), cottage hospital (MCO54354) and milestone (MCO 54191) are found in the surrounding area.
- The Stamford Hill battlefield MCO21884 (designated site BF39) which covers much of the proposed development area and an associated battery which lies to the north (MCO21886).

In summary the WSI concluded that the proposed development was situated in an area with significant archaeological potential, including possible evidence of prehistoric and medieval settlement-related activity. The nature of the sites recorded within the HBSMR suggested that there was the potential for buried archaeological remains of prehistoric to Civil War date to survive within the area occupied by the school.

The bedrock geology within the area consists of Carboniferous sandstone of the Bude Formation, part of the Holsworthy Group, whilst the soils are recorded as the Neath type, these being well drained loams over sandstones and shales.

4 Archaeological results

4.1 Trench A

(Fig 2)

Trench A was 9m in length, aligned east-west and located in order to evaluate a possible curvilinear anomaly just to the east of a line of trees.

Topsoil (100) was a 0.25m thick dark brown silty clay with occasional stones, removed by machine to reveal a buried subsoil (101) comprising light reddish brown silty clay 0.25m thick, containing a moderate quantity of sub angular stone. This deposit sealed the natural subsoil (102) at a depth of 0.5m below the surface, this comprising yellow clay becoming stonier in places where the weathered sandstone bedrock was visible. At the western end of the trench was linear ditch cut [104] filled by a single fill (103) which was difficult to differentiate from subsoil deposit (101) and which may have been part of the same deposit. The ditch was a steep-sided concave cut 1.5m wide into the natural subsoil (102) to a depth of 0.80m below ground surface. A fragment of relatively modern (possibly Victorian) floor tile was recovered from fill (103). A piece of beach pebble flint was also recovered from the fill but this was believed to be natural and may have entered the ditch fill during an episode of soil improvement (sanding) when this area was in agricultural use.

4.2 Trench B

(Fig 2)

Trench B was 15m long and aligned approximately west-east across a north-south linear feature shown on the geophysical survey near the centre of the development site which was thought to represent a removed field boundary. The eastern end of the trench was intended to test the nature of part of an area of dense ferrous disturbance.

Topsoil (200) was a dark brown silty clay to a depth of 0.25m revealing (201), a reddish brown silty clay 0.25m thick, containing occasional sub angular stone. Both deposits were removed by machine. Close to the centre of the trench was shallow linear feature [203], with a gently concave profile 0.1m deep and forming a 0.9m wide cut into the natural stony yellow clay subsoil (204). A fragment of glass, probably from a bottle, was recovered from the fill of the ditch (202), a dark greyish brown silty clay.

4.3 Trench C

(Fig 2)

Trench C was 11m long and aligned south-west north-east to evaluate two possible circular anomalies, thought to be possible prehistoric round houses. When setting out the trenches it became clear that the easternmost anomaly lay within an area of tree cover, so the trench was shortened with the result that only the westernmost anomaly was tested.

Topsoil (300) was a dark brown silty clay 0.25m deep above (301), a reddish brown silty clay 0.2m thick. Both deposits were removed by machine. Redeposited subsoil (301) sealed natural subsoil (302), a yellow brown clay with patches of stonier clay at the eastern end of the trench. Within subsoil (301) at the western end of the trench was a 10cm diameter ceramic drain pipe at a depth of 0.35m from the surface. No archaeological features were identified.

5 Conclusion

Although the geophysical survey interpretation plan suggested curvilinear and linear subsurface features, the only one of these identified during the archaeological evaluation was [203], the linear feature identified in trench B. This is likely to be part of a relict field system predating the building of the school, perhaps part of the medieval strip field system. A linear ditch on the same alignment was also identified in trench A. Both ditches produced modern finds and it is likely that they were only finally backfilled during landscaping for the current school, believed to have been constructed in the 1920s (Phil Aldiss pers comm). No curvilinear anomalies were identified; it is possible that these were produced as a result of natural variations in the subsurface geology or within the colluvial subsoil buried beneath the modern topsoil. Much of this area had been worked as a garden during the early years of the school and it is likely that much of this deep subsoil (101), (201) and (301) derives from this garden activity immediately following the building of the school. No sources for the extensive ferrous anomalies within the geophysical data were found.

6 Statement of Significance

No significant archaeological deposits were revealed.

7 References

7.1 Documents

Cornwall County Council, 1996. *Cornwall Landscape Assessment 1994*, Report prepared by CAU and Landscape Design Associates. Cornwall County Council, Truro

Cole, D and Jones, A M, 2002-3. Journeys to the rock; archaeological investigations at Tregarrick Farm, Roche, *Cornish Archaeol*, **41-2**, 107-143

Jones, A M, and Taylor, S R, 2004. *What lies beneath . . . St Newlyn East and Mitchell, archaeological investigations 2001*, Truro (Cornwall County Council)

Sharpe, A 2011a. *Stratton School, Cornwall: Summary of results of geophysical survey(HE report no 2011R089)*

Sharpe, A, 2011b *Stratton School, Cornwall: Summary of results of second stage geophysical survey (HE Report no 2011R098)*

Sharpe, A, 2011c. *Stratton School, Bude-Stratton: Written Scheme of Investigation for archaeological watching brief*

8 Project archive

The HE project number is **2011091**

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. A project file containing site records and notes, project correspondence and administration.
2. Electronic drawings stored in the directory ..\CAD ARCHIVE\Sites S\Stratton School evaluation 2011091
3. Digital photographs stored in the directory ..\Images\ Sites S\ Stratton School evaluation 2011091
4. English Heritage/ADS OASIS online reference: cornwall2-113177

5. This report text is held in digital form as: G:\CAU\HE Projects\Sites S\ Stratton School evaluation 2011091

9 Stratton Primary School, Bude-Stratton: Written Scheme of Investigation for archaeological evaluation

Adam Sharpe

9.1 Site history

Stratton school is situated within land that has been classified as 'Anciently Enclosed Land' (Cornwall County Council 1996), that is, land which has been settled since at least the medieval period and which often contains buried archaeological remains dating to prehistoric and medieval times.

The boundary defining the survey area to the west is shown on the 1840 Tithe Map and is likely to be medieval in origin. Other boundaries parallel to this are also shown on the Tithe Map to both its east and west, though it is clear that many of the boundaries which had formerly made up a fossilised strip field system across the area subsequently partly occupied by the school and its playing field had been ploughed out by this date.

The study area lies wholly within the south-western part of the Stamford Hill Battlefield site. Stamford Hill was the site of a battle in 1643 during the Civil War, when the Earl of Stamford's Parliamentarian force was beaten by Royalists under the command of Sir Ralph Hopton (Thomas 1993). At the time of the battle, the round (MCO8523), close to the summit of the hill was re-used as a gun battery (MCO21886) by the Parliamentarians. The road and parish boundary defining the northern edge of the site is likely to have played a key part in battle tactics, including troop movements and shelter behind boundaries from attack from upslope to the north and east.

Sites, in the vicinity, which have been identified on the Historic Buildings, Sites and Monuments Record (HBSMR) include:

- A Neolithic and/or Bronze Age arrowhead/s find spot (MCO1230) was located to the northwest of the proposed development.
- Two Iron Age or Romano-British settlement enclosures are found to the west and north of the proposed development area (MCO38698 and MCO8523/21885).
- The early medieval settlement of Stratton (MCO11320) lies to the immediate east of the project area.
- The site also lies within the area of a known medieval field system and includes extant field boundaries of likely medieval origin, which form an integral part of the Anciently Enclosed Landscape (Medieval Farmland) classification. The boundaries and the road defining much of the southern side of the site are all shown on the 1840 Tithe map and as such would be considered 'important' under criterion 5 of the 1997 Hedgerow Regulations. The northern edge of the site runs along the parish boundary separating Stratton ecclesiastical parish from Poughill and would be considered important under criterion 1. The parish boundary between Stratton and Poughill is likely to be complex and may contain evidence for re-modelling over a considerable period of time.
- The medieval settlements of Broomshill (MCO10750) and Burn (MCO13643) lie to the west of the development area and associated medieval field systems – (MCO38699 and MCO38700) extend across the project area. A removed medieval field boundary (MCO38701) traverses the project area.
- Post-medieval sites, enclosure (MCO45863), pound (MCO21900), cottage hospital (MCO54354) and milestone (MCO 54191) are found in the surrounding area.

- The Stamford Hill battlefield MCO21884 (designated site BF39) covers much of the proposed development area and an associated battery lies to the north (MCO21886). The significance of the Stamford Hill battlefield site lies partly with expected below ground remains, including musket balls and other complete or broken weaponry, parts of armour, buckles and other regalia, and horse trappings including horse shoes etc.

In summary, the proposed development is situated in an area with significant archaeological potential, which contains evidence of prehistoric and medieval settlement-related activity. The nature of the sites recorded within the HBSMR suggest that there is potential for buried archaeological remains of prehistoric to medieval (and later) date to survive within the area occupied by the school.

The bedrock geology within the area consists of Carboniferous sandstone of the Bude Formation, part of the Holsworthy Group, whilst the soils are recorded as the Neath type, these being well drained loams over sandstones and shales.

9.2 Project background

The replacement of some facilities and the provision of new buildings at Stratton School is proposed. A planning application for this work is yet to be submitted, but discussions between Ian Newcombe of the Bailey Partnership and Phil Copleston, Historic Environment Planning Advice Officer for East Cornwall revealed a requirement for a programme of work to assess the likely impacts on any sub-surface archaeology within the development area. As a result, HE Projects Cornwall Council were initially requested to commission a geophysical survey covering the playing fields to the west of the school in order to determine whether further stages of archaeological recording might be required prior to or during the development.

The survey revealed ploughed out medieval field boundaries, a scatter of ferrous debris which may relate to evidence for the Civil War battle of Stamford Hill and a cluster of poorly-defined circular features in the eastern part of the playing field which might represent ploughed down prehistoric round houses. A second geophysical survey in the northern part of the school grounds also revealed extensive ferrous responses, as well as further indications of curvilinear features.

In order to determine the identification and significance of the apparently archaeological features revealed by the geophysical surveys, Mr. Copleston prepared a brief for the archaeological evaluation of key anomalies by trenching, the brief being dated 12 October 2011.

9.3 Project extent

Stratton School's main buildings are located just off New Road, on gently sloping ground to the northwest of Stratton village, centred at Ordnance Survey grid reference SS 22552 06595. The archaeological evaluation will be confined to the currently open areas to the north of the school buildings which are proposed for or likely to be affected by the development. No work will be carried out on the school playing fields, as these are excluded from the current development.

9.4 Aims and objectives

As set out in the HEPAO's brief, the aims of the evaluation 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 Stratton School from any archaeological remains encountered

- To provide interpretation and educational material on the results of the archaeological investigations, as required.

The objectives are to investigate and report on areas of the site proposed for disturbance under the proposals in order that the findings of the evaluative investigations can help to guide the sensitive development of the school and the safeguarding or recording of any significant archaeology which may be revealed. If safely practicable, the archaeological team will provide opportunities for staff and pupils of the school to view the excavations and will subsequently produce interpretative material on the history of the school for their use.

9.5 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.

9.5.1 Desk-based assessment

A desk-based assessment and two geophysical surveys have been carried out and reported on (Lawson-Jones 2011 and Sharpe 2011a and b)

9.5.2 Fieldwork: evaluation trenching (see attached figure for proposed trench locations)

The GSB survey results for the area to the north of the school buildings indicate a very substantial amount of masking by what has been interpreted as ferrous debris. It is uncertain whether this derives from the Civil War battle of Stamford Hill, and may therefore represent munitions, fragments of weapons, armour etc. or is modern material associated with the construction of the school and activities which have taken place there. Within areas which are less affected by this masking, the survey revealed a number of linear features whose alignment suggests that they are ploughed down elements of the medieval field system which formerly occupied this area and three faint circular anomalies similar in form to others found to the west in the school playing field. These have been tentatively interpreted as evidence for previously undetected ploughed down prehistoric round houses.

The information produced by the GSB geophysical survey will be used to guide a programme of evaluation trenching, which will test its findings, specific features being targeted to ascertain their character, preservation and significance. Three 1.5m wide trenches will be excavated across the site, their lengths being dependant on the features to be investigated

- Trench A (10m long) will be aligned west-east across an arc-shaped feature adjacent to the western boundary of the development area which has the appearance of part of a ploughed down prehistoric round house.
- Trench B (15m long) will be aligned approximately west-east across a north-south linear feature near the centre of the development site which may represent a ploughed down boundary. Its eastern end is intended to test the nature of part of an area of dense ferrous disturbance.
- Trench C (25m long) will be aligned south-west north-east across two adjacent circular anomalies which have the appearance of ploughed down prehistoric round houses in the north-eastern part of the development site.

In advance of the evaluation trenching HE Projects will discuss with the client and with the Head of school:

- Working methods and programme.
- Health, safety and welfare arrangements.

- Treatment 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 (electronic) mapping; all drawings will include standard information: site details, personnel, date, scale, north point. A site grid and site bench mark (TBM) will be set up and features and finds will be recorded in relation to these. The site grid will be located relative to the National Grid.
- The trenches will be excavated down to the level of the archaeology or the top of the natural subsoil by mechanical excavator/swing shovel, which has been fitted with a toothless bucket, and then hand cleaned. Disturbance to the school grounds will be minimised by depositing the excavated spoil onto plastic sheeting.
- Excavation of features will be restricted to the minimum necessary to assess their character and significance.
- 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.
- Finds will be collected in sealable plastic bags, which will be labelled immediately with the context number or other identifier.
- 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). Any necessary environmental sampling will be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- Excavated areas and spoil deriving from the trenches will be checked with a metal detector in order to recover any metal finds for identification.

9.5.3 Treatment of finds

The fieldwork is likely to produce artefactual material.

- All finds in significant stratified contexts predating 1800 AD (e.g. settlement features) will be plotted on a scaled base plan and described. Post medieval or modern finds may be disposed of at the cataloguing stage and offered back to the school. The discard policy will be reviewed ahead of its implementation.
- All finds predating 1800 AD will be collected in sealable plastic bags which will be labelled immediately with the context number or other identifier.

Human remains

Any human remains which are encountered will 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. If human remains are not to be removed their physical security will be ensured 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.

9.5.4 Fieldwork: photographic recording

The photographic record shall consist of prints in both black and white together with the negatives. Digital photography will be used for report illustration. 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.

The photo record will comprise:

- general views
- examples of significant detail

Methodology for the archive standard photography is set out as follows:

- Photographs of details will be taken with lenses of appropriate focal length
- A tripod will be used to take advantage of natural light and slower exposures
- Difficulties of back-lighting will be dealt with where necessary by balancing the lighting by the use of flash
- A metric scale will be included in all views, except where health and safety considerations make this impractical

9.5.5 Archiving

Following review with the HE Project Manager the results from the fieldwork will be collated as an archive in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project.

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 finds work will be to accepted professional standards and will adhere to the Institute for Archaeologists *Guidelines for Finds Work*.

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. 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. The RCM will be notified of the commencement of the project and included in discussions for sampling and disposal as appropriate.

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 and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format. This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation. A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon, to the Courtney Library of the Royal Cornwall Museum and to the Cornish Studies Library.

In the event that there are no finds or they are retained by the site 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.

9.5.6 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 Cornwall and Scilly HER 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 (if not retained by the site owner) in the Royal Cornwall Museum, Truro.

The report will have the following contents:

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

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

Interpretation

If safely practicable, opportunities will be offered to the staff and pupils at the school to view the excavation in progress and discuss its background, methodology and findings with the archaeological team.

Copies of the geophysical surveys and accompanying reports have already been supplied to the school. The school will also be supplied with background information about the history of the area derived from historic maps and from the Cornwall and Scilly HER.

A copy of the completed archive report will be supplied to the school, together with a summary of the findings, placing them within the context of the archaeology of the

Bude-Stratton area, together with suggestions for other sources of relevant information such as publications and websites.

In the event of significant findings, a contingency should be included in the project budget to allow a follow-up visit by one of the archaeological team during the post-excavation phase of the work to explain the findings.

9.5.7 Assessment/analysis / publication

Where no further archaeological recording takes place provision should be made in agreement with the Senior Archaeologist Planning Advice for the deposition of the project archive/finds in an accredited museum and, if appropriate, for publication within an academic journal

This may involve the following tasks:

The structural and stratigraphic data and artefactual material will be assessed to establish any requirement for further analyses and reporting. 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 revealed (e.g. 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 (e.g. artefacts) to arrange for assessment of the potential for further analysis and reporting.
- Arrange for specialist analyses, where appropriate.
- Produce a final report, for example for publication in an academic journal such as *Cornish Archaeology*.

An outline cost for assessment analyses and final publication is included within the attached estimate.

9.6 Timetable

The study is anticipated to be commenced during Autumn 2011. HE will require adequate notice of commencement of work on site, in order 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.

9.7 Monitoring and Signing Off Condition

Monitoring of the project will be carried out by Phil Copleston, Historic Environment Planning Advice Officer (East). The HEPAO will be regularly kept informed of progress. Notification of the start of work shall be given in writing to the HEPAO at least one week in advance of its commencement. Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

Monitoring points during the study will include:

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

9.8 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 80 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

9.9 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.

9.10 Terms and conditions

9.10.1 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.

9.10.2 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.

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

9.10.3 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.

9.10.4 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.

9.10.5 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.

9.10.6 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.

9.10.7 Insurance

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

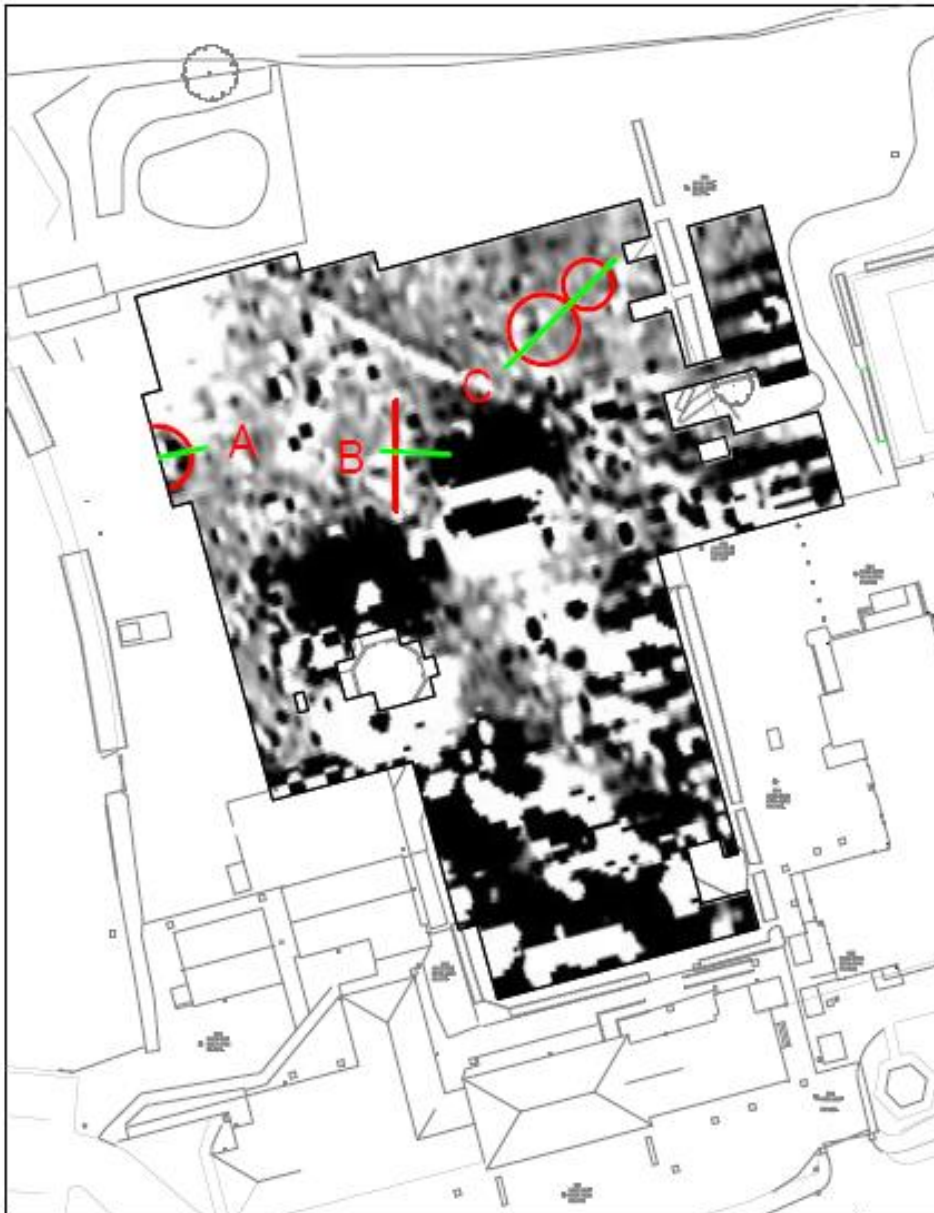
9.10.8 Standards

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.

9.11 Notes

- HE Projects will liaise with the client over matters relating to Health, safety and welfare arrangements on site.
- 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.



Background - GSB geophysical survey data. Red - possible archaeological features targeted for evaluation. Green - Locations of proposed evaluation trenches.

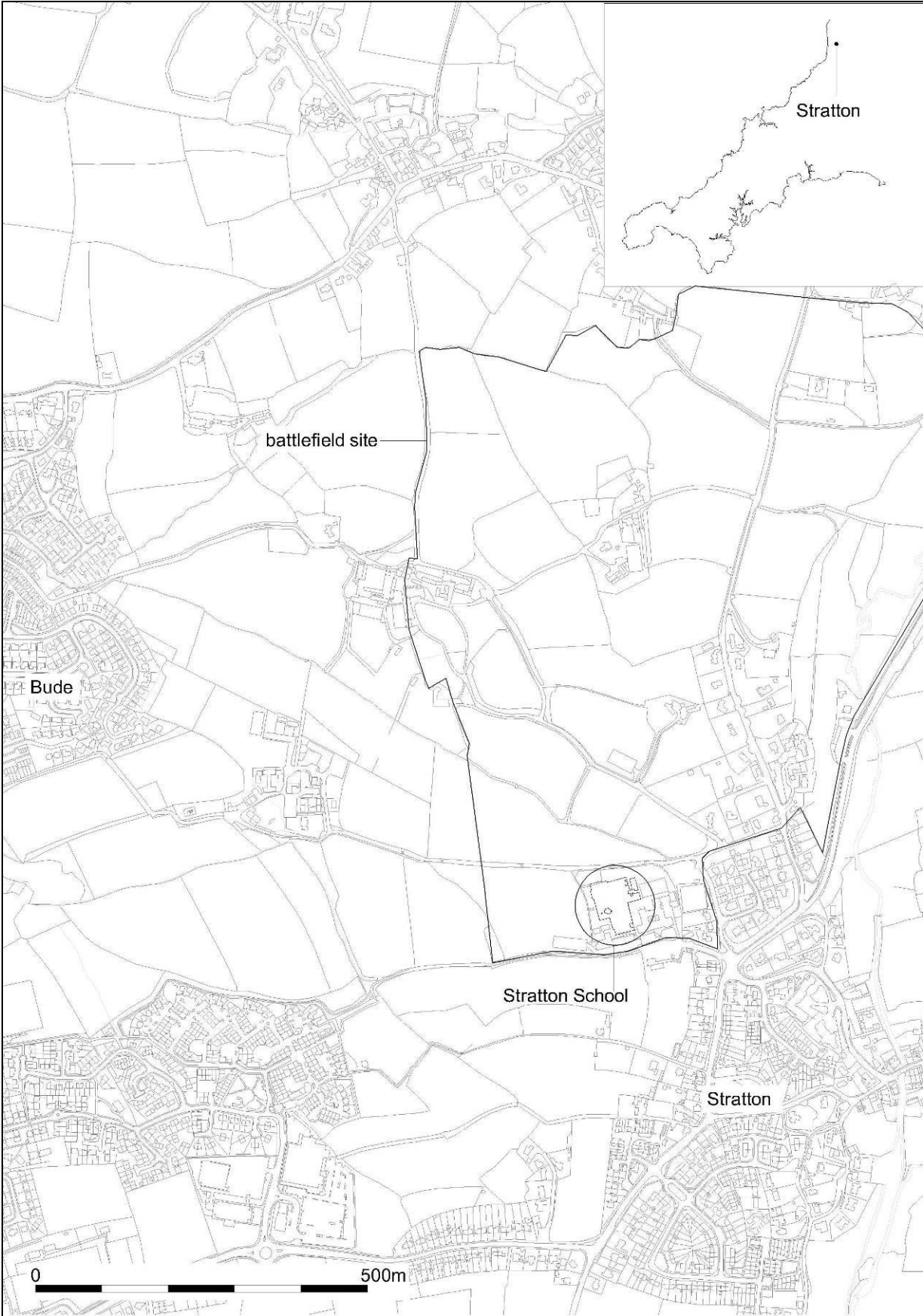


Fig 1 Location of Stratton School

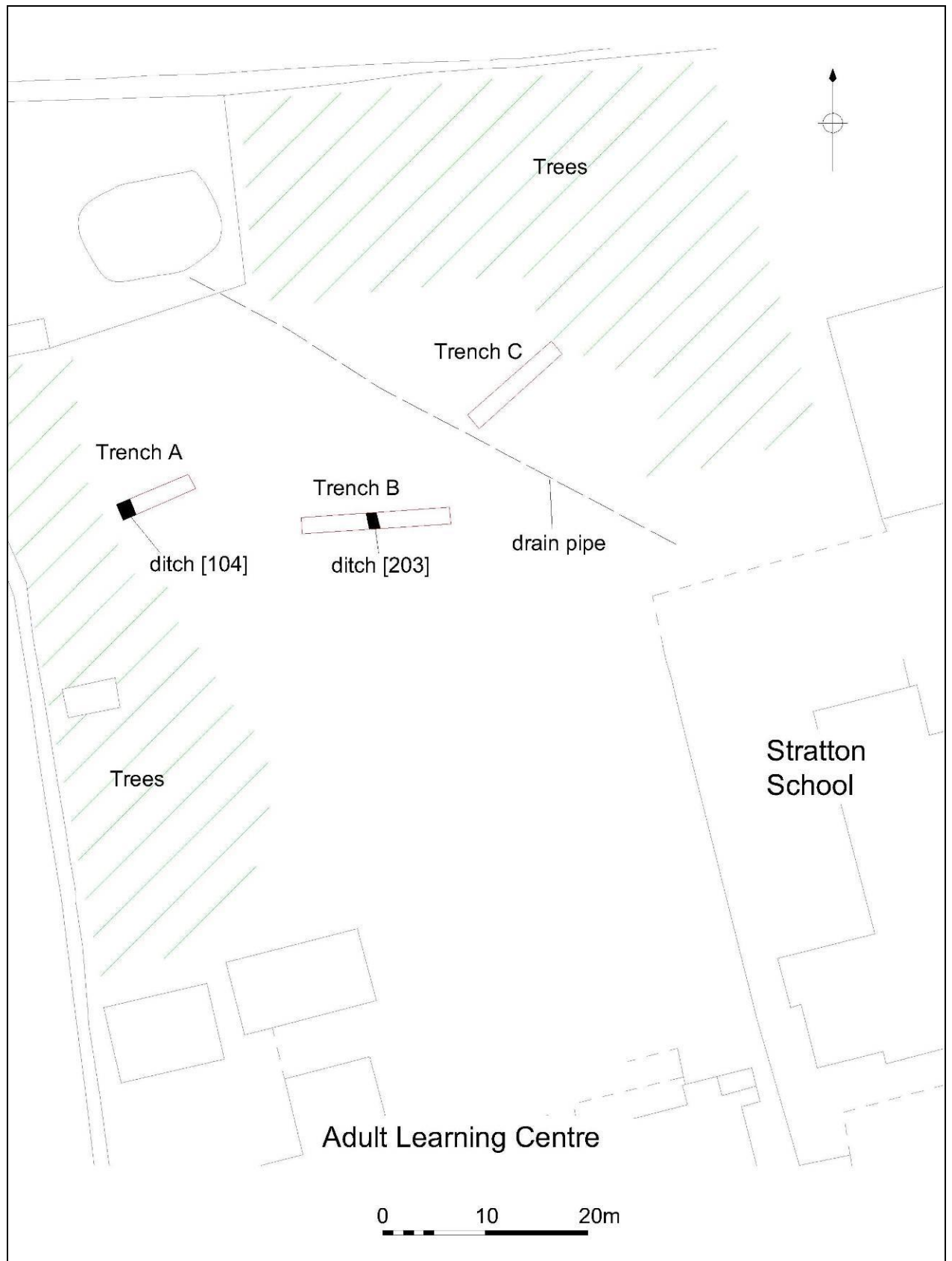


Fig 2 The Stratton School project area, showing trench layout and recorded features



Fig 3 Ditch [104], trench A, facing north



Fig 4 Metal detecting over spoil from trench A