

Tregew Farm, Mylor, Cornwall

Archaeological Watching Brief



Historic Environment Projects

Report No 2012R027	Report Name Tregew Farm, Mylor: Archaeological Watching Brief	Report Author C. M. Thorpe
-----------------------	--	-------------------------------

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

Client Organisation	Client Contact Mrs Sheila Newton
---------------------	-------------------------------------

Monuments (MonUID)					
MCO 17284	Listed Building DCO4277				

Fieldwork dates (From)	(To)	(Created By)	(Create Date)
02/04/12	02/04/12	CMT	19/04/12

Location (postal address; or general location and parish)

Tregew Farm, Mylor

(Town - for urban sites)	(Postcode)
	TR11 5UQ

(Easting) X co-ord	(Northing) Y co-ord		
SW 80863	34537		

List of Figures

- Cover Removal of topsoil in progress
- Fig 1 Site location
- Fig 2 Detailed site location
- Fig 3 Site plan showing features noted and location of recorded sections
- Fig 4 Section 2 showing nature of the soil profile across the whole site
- Fig 5 Overview of site looking southeast showing removed field boundary marked by ditches [06] and [07]



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

Project background

HE Projects was commissioned by Mrs Sheila Newton to undertake a programme of archaeological recording during ground works required ahead of the erection of a new house. The sub rectangular area measured 25m x 20m and was approximately 0.05Ha (Figs 1–3).

The development was the subject of a planning condition, which required that archaeological recording took place ahead of construction (PA11/07674). Dan Ratcliffe (Historic Environment Planning Advice Officer, Cornwall Council) produced a brief (Appendix 2) for archaeological recording (16/1/12) and was consulted over the requirements for the archaeological recording. A written scheme of investigation, (WSI) outlining the methodology for archaeological recording (Appendix 3) was produced (30/01/12) by Dr Andy Jones (Archaeologist Team Leader, HE Projects) in response to Dan Ratcliffe's brief.

This report presents the results of the archaeological watching brief carried out on the 2nd April 2012.

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.

The settlement of Tregew is first recorded in 1208-1213. The name is Cornish and contains the elements *tre* meaning estate, farmstead, and *kew*, meaning hollow, enclosure. The element *tre* implies a settlement of early medieval origin. According to Lysons (1814), Tregew Manor belonged for a long time to the Trefusis family, who resided at Trefusis for several generations before 1292.

Identified archaeological sites

A number of sites in the vicinity of the study area were identified (Fig 2) from the Cornwall and Scilly Historic Environment Record (HBSMR). They included:

- The development site is located within the area of the medieval settlement of Tregew (MCO17284).
- The development lies 300m to the south west of the medieval settlement of Nankersey (MCO15826).
- The proposed development lies to the immediate west of a field system and an enclosure visible from the air as cropmarks. These are likely to be associated with the early medieval settlement of Tregew (MCO50112).

Potential sites

Given the proximity of the development area to known archaeological sites, there is potential for medieval and possibly earlier sites to survive within the project area and for the survival of unrecorded buried archaeological remains and artefacts of all periods.

Site description

The field covered by the watching brief is on gently sloping ground that falls towards the southeast from a height of 60m OD to 50m OD. It lies to the northeast of the settlement of Tregew, within the ecclesiastical parish of Mylor (Figs 1 and 2). The field is currently utilised for grazing. The underlying geology consists of Devonian slates, sandstones, and breccias of the Mylor Series (BGS sheet 352).

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 grading 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.

Any archaeological features uncovered during the stripping were plotted onto a site plan at a scale of 1:200 based on an Ordnance Survey map of the same scale, being measured in from fixed locatable points on the ground marked on the map. Sample sections (nature of soil depth, layers present, etc) were also noted across the field.

Results

Five sections were recorded across the site, full descriptions of which can be found in the site archive. Three are presented here to illustrate the nature of the ground encountered.

Section 1

Depth	Thickness	Description	Interpretation	Context
0m – 0.05m	0.05m	Grass, roots and topsoil	Topsoil	(1)
0.05m – 0.15m	0.10m	Grey-brown clay loam	Ploughsoil	(2)
0.15m – 0.4m	0.25m	Grey-brown clay	Subsoil	(3)
0.40m – 0.42m	0.02m	Yellow, grey-brown clay	Weathering	(4)
-	Not bottomed	Yellow, red-brown to grey-brown shillet bedrock	Decayed natural bedrock	(5)

Section 2.

Depth	Thickness	Description	Interpretation	Context
0m – 0.05m	0.05m	Grass, roots and topsoil	Topsoil	(1)
0.05m – 0.15m	0.10m	Grey-brown clay loam	Ploughsoil	(2)
0.15m – 0.45m	0.30m	Grey-brown clay	Subsoil	(3)
0.45m – 0.46m	0.01m	Yellow, grey-brown clay	Weathering	(4)
-	Not bottomed	Yellow, red-brown to grey-brown shillet bedrock	Decayed natural bedrock	(5)

Section 3.

Depth	Thickness	Description	Interpretation	Context
0m – 0.05m	0.05m	Grass, roots and topsoil	Topsoil	(1)
0.05m – 0.15m	0.10m	Grey-brown clay loam	Ploughsoil	(2)
0.15m – 0.5m	0.35m	Grey-brown clay	Subsoil	(3)
0.5m – 0.52m	0.02m	Yellow, grey-brown clay	Weathering	(4)
-	Not bottomed.	Yellow, red-brown to grey-brown shillet bedrock	Decayed natural bedrock	(5)

This was the general profile seen across the whole site. The only changes recorded were variations in the overall soil depth, this having an average depth of 0.4m at the top of slope (north-western end of field) and 0.5m down slope at the south-eastern end.

A line of paired ditches was recorded at the western corner of the field running from northwest to southeast. These two parallel ditches were set approximately 1.8m apart and were perpendicular to the current field boundary hedge. They had been heavily truncated, and were ephemeral in nature, with only a length of *circa* 4m being traced as they had been totally removed at the south-eastern end (Figs 3 and 5) by hollow [08].

The northernmost of this pair of ditches was ditch [06]. This was on average 0.50m wide and a maximum depth of 0.08m was recorded. It was shallow, 'U' shaped in profile, and filled with a grey-brown clay loam with a few shillet fragments. The southern ditch, ditch [07] was on average 0.5m wide and a maximum depth of 0.05m was recorded. This ditch again had a very shallow 'U' shaped profile and was filled with grey-brown clay loam with few shillet fragments.

These ditches are typical of remnants of a removed field boundary hedge. No dating evidence was obtained for this boundary which does not appear on either the 1840's tithe map or the 1880 OS map. It is probably of earlier post-medieval origin perhaps associated with Tregew Manor.

As noted above the line of the field boundary ditches [06] and [07] had been cut at their south-eastern end by an irregular shaped hollow [08] that had been cut into the bedrock (Fig 3). Reaching a maximum depth of 0.4m, it is not known what the function of the hollow was, though it may have been to obtain shillet rubble to use as wall core material for either hedging or for use in some of the local buildings. This hollow was not visible on the ground surface prior to work commencing. There is no evidence for this hollow on either the 1880, or 1909 OS maps.

Near the centre of the stripped area, two very irregular shaped slate slabs (9) and (10) were recorded sitting on the bedrock. Neither was associated with any visible structure

or features so their function and date is uncertain. In conversation with Mr Newton the current owner of Tregew Farm it was suggested that the previous owner had utilised this field for hay ricks, so it is possible that these slates may have been pads to support a rick structure.

Two worked flints unstratified from within the plough soil hint at prehistoric activity within the area. Neither was diagnostic. There was a random scatter of other artefacts recovered from across the site, with ceramics ranging from the late medieval (circa 14th century) through to modern (19th to 20th centuries). This material was probably derived from the spreading of domestic midden material over the field in order to improve its fertility (Appendix 1).

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

References

British Geological Survey 1974, 1:50000 map Sheet 352 Falmouth

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

Lysons, D and S, 1814. *Magna Britannia III*, Cornwall

Project archive

The HE project number is **2012029**

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 (2012029).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE770/1-2).
3. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.M-P\Mylor, Tregew farm, WB 2012029
4. English Heritage/ADS OASIS online reference: cornwall2- 124029
5. This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites M\Mylor, Tregew Farm WB 2012029\Report

Appendix 1. Finds Catalogue

1 small flint flake, possibly worked. Prehistoric.

1 large chert flake, utilised. Prehistoric.

3 undiagnostic bodysherds of South-western micaceous ware. Late medieval, circa 14th to 15th centuries AD.

1 rimsherd of South-western micaceous ware. Flanged bowl Late medieval, early post-medieval circa 1500 AD.

1 rimsherd of South-western micaceous ware. Cooking vessel or large bowl. Late medieval, early post-medieval circa 1500 AD.

3 sherds North Devon Calcareous ware (NDCAL). 17th to 18th centuries AD.

1 sherd Post-Medieval Yellow-Glazed Red Earthenware (Bristol/Staffordshire Ware). 17th to 18th centuries AD.

6 sherds Modern White Glazed Stoneware (china). 18th to 19th centuries AD.

1 slag fragment.

All finds should be carefully stored and arrangements should be made for the return of artefacts to the landowner, or if they consent, for the final deposition of all objects within the Royal Cornwall Museum in Truro. However in view of the nature of the material recovered the possibility of discarding this collection on completion of the project with the landowners consent should be seriously considered as retention would not be of much value.

Copies of all archive material and drawing will be kept at the HES premises.

Appendix 2. Brief for Archaeological Recording

Date: 16th January, 2012

Address: Tregew Farm, Tregew Road, Flushing, Falmouth TR11 5UQ

Applicant: Dr John Newton

Agent: CAD Architects

Historic Environment Planning Advice Officer: Dan Ratcliffe Cornwall Council, Historic Environment Service, Kennall Building, Old County Hall, Truro TR1 3AY. Tel. 01726 223463 E-mail. dratcliffe@cornwall.gov.uk

Local Planning Authority Officer: Laura Potts, Central 1

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

Contractors Written Scheme of Investigation (WSI)

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

1 Introduction

This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at the above site. A programme of archaeological works is required to discharge condition 6 of planning application PA11/07674 placed on the development.

2 Site Location and Description

Tregew Farm, a GII Listed Building is to be found at the northern end of the small village of Tregew on the north banks of the Penryn River (SW 8086 3452). The site of the new development, a large detached house, is a oval enclosure to the north east of the traditionally built farmhouse. Soil survey data (BGS) describes the ground conditions as "Well drained fine loamy soils" over "Palaeozoic slaty mudstone and siltstone".

3 Planning Background

Planning application PA11/07674 has been approved subject to 8 conditions. Condition 6 states:

No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation to be submitted by the applicant and approved in writing by the Local Planning Authority in consultation with the County Archaeologist.

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

4 Archaeological Background

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER)

"The settlement of Tregew is first recorded in 1208-1213. The name is Cornish and contains the elements tre 'estate, farmstead', and kew, 'hollow, enclosure'. The element tre implies a settlement of early medieval origin. According to the Lysons, Tregew Manor belonged for along time to the Trefusis family, who resided at Trefusis for several generations before 1292."

The ground works for the proposal may therefore disturb buried archaeological; remains from the early medieval or medieval period.

5 Requirement for Work

It is important that a suitably qualified archaeologist(s) is/are present during these works in order to identify and record any features of interest. The initial approach should equate to a continuous watching brief as defined by the IfA on all site operations involving the reduction of ground levels

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 this 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 County Council Historic Environment Service and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 10.2 The archaeological contractor will undertake the English Heritage/ADS online access to the index of archaeological investigations (OASIS) process and deposit a digital copy of all reports with OASIS.
- 10.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 10.4 The report must contain:
- A concise non-technical summary of the project results.
 - The aims and methods adopted in the course of the investigation.
 - A discussion of the archaeological findings in terms of both the site specific aims and the desk based research.
 - A location map, a drawing showing those areas examined as part of the archaeological recording, and copies of any archaeological plans and sections. All plans shall be tied to the national grid.
 - All specialist reports and assessments.

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

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

11 Archive Deposition

11.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the Royal Cornwall Museum. Please check the accessioning and deposition information on the Royal Cornwall Museum website and fill in the 'Notification of Fieldwork' form. Once this has been accepted an accession number will be provided by the museum.

<http://www.royalcornwallmuseum.org.uk/policies/>

11.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Cornwall County Record Office and 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 an archaeological watching brief at Tregew Farm, near Mylor

1. Introduction

1.1 Background

HE Projects, have been requested by Sheila Newton, to provide a project design and estimate for a programme of archaeological recording ahead of the construction of a new dwelling at Tregew Farm, near Mylor. The proposed development will involve the construction of new detached house which is situated to the north east of a Grade II Listed farmhouse and lies within the AONB.

Planning application PA11/07674 has been approved subject to 8 conditions. Condition 6 states:

No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation to be submitted by the applicant and approved in writing by the Local Planning Authority in consultation with the County Archaeologist.

Dan Ratcliffe (Historic Environment Planning Advice Officer, Cornwall Council) has produced a brief for archaeological recording (16/1/12).

1.2 Historical background

The proposed development is situated within an area of land that has been classified as 'Anciently Enclosed Land' (Countryside Commission 1996). 'Anciently Enclosed Land' 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 settlement of Tregew is first recorded in 1208-1213. The name is Cornish and contains the elements *tre* meaning estate, farmstead, and *kew*, meaning hollow, enclosure. The element *tre* implies a settlement of early medieval origin. According to the Lysons, Tregew Manor belonged for a long time to the Trefusis family, who resided at Trefusis for several generations before 1292.

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

- The development site is located within the area of the medieval settlement of Tregew (MCO17284).
- The development lies 300m to the south west of the medieval settlement of Nankersey (MCO15826).
- The proposed development lies to the immediate west of a field system and an enclosure visible from the air as crop-marks. These are likely to be associated with the early medieval settlement of Tregew (MCO50112).

Potential sites

Given the proximity of the development area to known archaeological sites, there is potential for medieval and possibly earlier sites to survive within the project area and for the survival of unrecorded buried 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 development.
- 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 provide further information on the archaeology of Tregew from any archaeological remains encountered
- 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.

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 for the dwelling 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”). The stripped area will then be inspected by an archaeologist. 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 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 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 ReStore. 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 Principal Historic Environment Officer 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 drawing (if 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 are 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 archaeological 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 one 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 one 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 manager will be a Member of the Institute for Archaeologists (IFA), 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*.

Prior to carrying out any fieldwork HE will produce a Health and Safety plan.

8. Insurance

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

9. Standards

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.
- The post excavation programme (assessment, analysis and reporting) will need to be reviewed in the light of the fieldwork.

30/1/12

Dr Andy Jones
Archaeologist Team Leader
Historic Environment Projects
Cornwall Council
Kennall Building
Old County Hall
Station Road
Truro
TR1 3AY



Figure 1. Site Location.

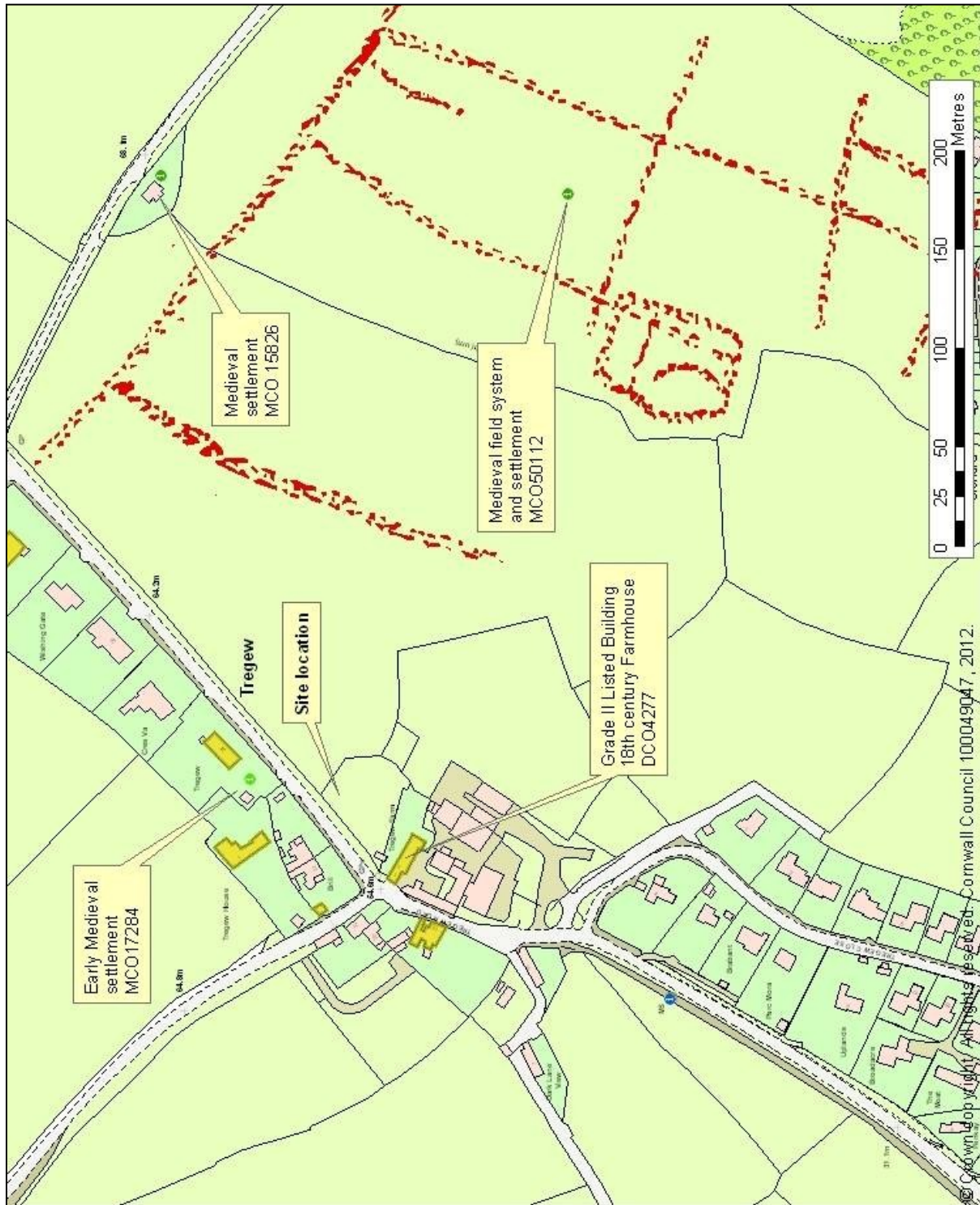


Figure 2. Detailed site location.

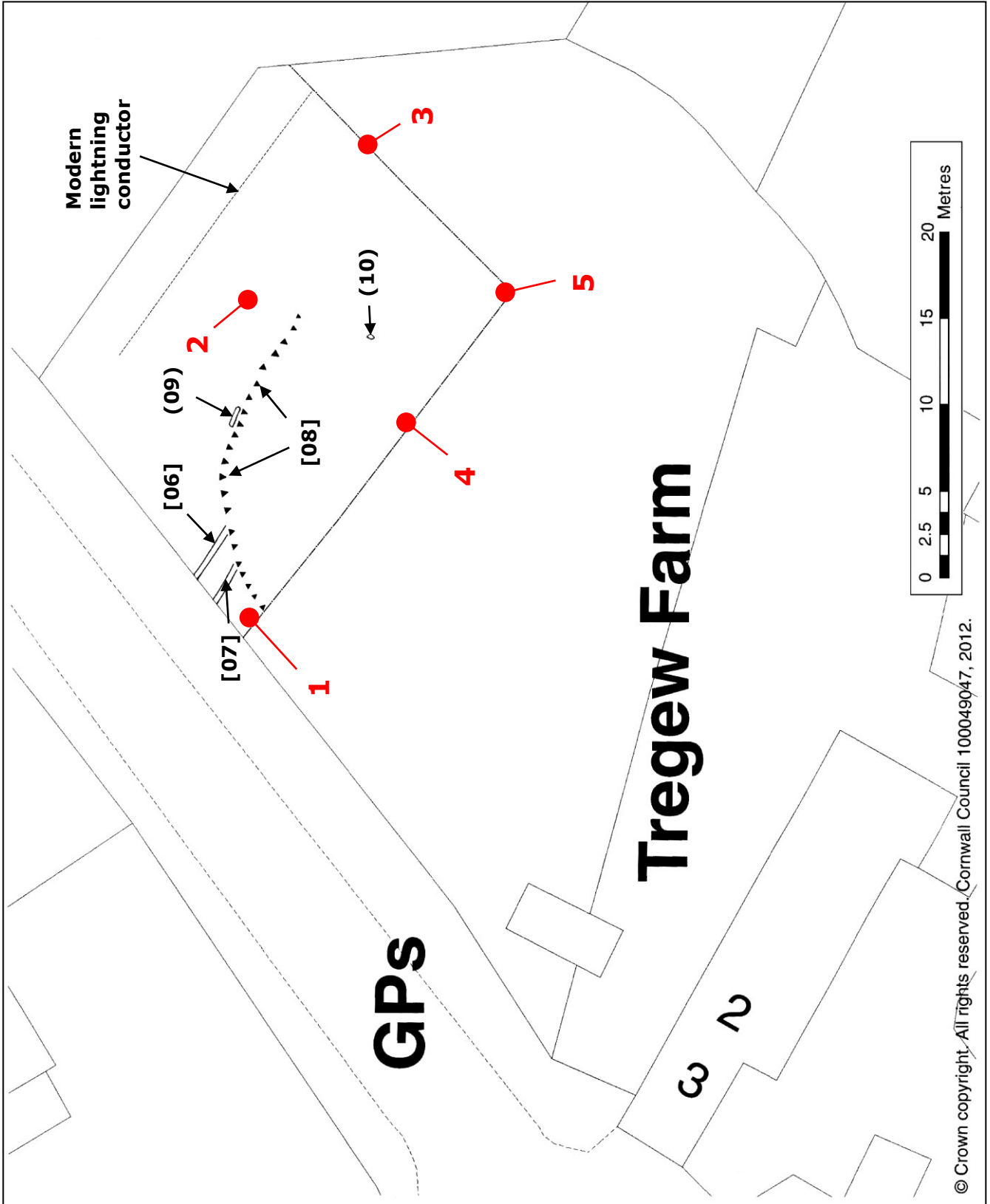


Figure 3. Site plan showing features noted and location of recorded sections.



Figure 4. Section 2 showing nature of the soil profile encountered across the whole site.



Figure 5. Overview of site looking southeast showing very ephemeral traces of removed field boundary marked by ditches [06] and [07].