



32-32a St Stephens Hill, Launceston, Cornwall

Archaeological Watching Brief



Report No

2012R029

Report Name

32-32a St Stephens Hill, Launceston,
Archaeological watching brief

Report Author

Jo Sturgess

Event Type

Archaeological
watching brief

Client Organisation

Roundchase Ltd

Client Contact

Graeme Barriball

Monuments (MonUID)

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Fieldwork dates (From) (To)

28/3/12

29/3/12

(Created By)

Jo Sturgess

(Create Date)

30/3/12

Location (postal address; or general location and parish)

32-32a St Stephens Hill, Launceston, Cornwall

(Town – for urban sites)

Launceston

(Postcode)

PL15 8HN

(Easting) X co-ord

SX 32732

(Northing) Y co-ord

85342



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1. Summary

Historic Environment Projects (Cornwall Council) were commissioned by Graeme Barriball of Roundchase Ltd to carry out an archaeological watching brief during construction of a new dwelling to the rear of 32 St Stephens Hill in Newport, Launceston located at NGR SX 32732 85342. This work was commissioned to fulfil a condition on planning application (PA10/03486) which stipulated that a programme of archaeological work in accordance with a written scheme of investigation was secured and implemented prior to the development taking place.

The site lies within the medieval core of the settlement of Newport which is first recorded in 1250 (Gover, 1948). St Stephens Hill was clearly the original medieval route from the priory across St Thomas's Bridge to the village of St Stephens. Medieval burgage strips are shown on the 1748 Plan of the Borough of Newport by Launceston by J Wynne and the Tithe map of c1840 (Fig 4) flanking either side of St Stephens Hill road, and many still survive. The frontage of the plot is occupied by two adjoining 18th century cottages, now combined to form a single Grade II listed house. The plot also lies immediately south of a 19th century Wesleyan chapel and Sunday School.

The watching brief, carried out during clearance of the area within the footprint of the proposed house and the excavation of the new footings, revealed an early wall **(4)** along the southern property boundary. It seems likely that wall **(4)** is part of a post-medieval boundary fossilising a medieval burgage plot boundary. Alternatively it may be part of an 18th or 19th century outbuilding. Another wall **(3)** was identified as a later insertion overlying a layer of buried garden soil **(6)** in the southern part of the site. This wall is possibly part of a small outbuilding aligned north-west south-east shown on the c1880 OS map (Fig 5). The construction of a garage in the mid to late 20th century within the northern half of the site along with associated levelling works has removed any traces of earlier structures or features in this part of the site. A layer of redeposited topsoil/garden soil containing demolition debris **(2)** covering the southern half of the site and associated with the 20th century levelling works was shown to contain moderate quantities of 17th, 18th and 19th century domestic debris.

No features, deposits or finds of prehistoric date were identified.

2. Project Background

Planning application PA10/03486 was submitted on the 25 May 2010 for the construction of a new dwelling to the rear of 32 St Stephen's Hill, Launceston (a Grade II listed building). The application included the demolition of an early 20th century bungalow (32a) adjoining the north side of the older Listed house and the demolition of a garage to the rear of the property. The planning application was approved subject to seven conditions. Condition 6 states:

No development shall take place within the area to be developed until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the local planning authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5.

A brief outlining required archaeological recording works was prepared by Phil Copleston, the local Historic Environment Planning Advice Officer. Graeme Barriball approached HE Projects with a view to putting in place the necessary recording work to satisfy the planning condition. Following agreement of costs, a Written Scheme of Investigation was prepared by Nigel Thomas. Following the approval of the WSI an archaeological watching brief was carried out during groundworks associated with the new build. This report presents the results of the fieldwork.

3. Aims and objectives

The principal aims of the work were to:

- To record archaeological features and deposits affected by the scheme.
- To recover and record any artefacts uncovered by the works.

- To deposit the archive with the relevant museum and disseminate the results of discoveries as a concise archive report and, if merited, wider publication.

Key objectives were:

- To locate and identify and record medieval/post-medieval settlement activity in the area of the proposed development.

4. Working methods

The archaeological programme followed four stages: desk-based assessment, fieldwork, archiving and reporting.

Desk-based assessment

During the desk-based assessment historical databases and archives were consulted in order to obtain information about the history of the site and the structures and features that were likely to survive. The main sources consulted were as follows:

- Cornwall HER
- Early maps and photographs (see Section 10)
- Published histories (see Section 10)
- Websites (see Section 10)

Fieldwork

An archaeological watching brief was carried out during clearance of topsoil/overburden within the area of the proposed house and during the excavation of the new footings on 28th and 29th March 2012. Initially a mechanical excavator with toothless bucket was used to remove 0.5m of topsoil and overburden within the footprint of the house. This was followed by the excavation of the footings using a mechanical excavator with toothed bucket. Any archaeological features revealed during this process were recorded as appropriate. A photographic record was maintained throughout. A sample of artefacts were recovered for identification and dating purposes but none were retained.

Post-fieldwork

The site archive was collated. This included:

- Preparation of finished measured drawings
- Archiving of drawings, photographs, paperwork and digital files
- Preparation of HE and Archive Index forms
- Production of this report
- Completion of an English Heritage OASIS form

5. Location and setting

The site is located in the settlement of Newport on the northern side of Launceston at No 32, St Stephens Hill, at NGR SX 32732 85342 (Fig 1). It lies within former burgage plots to the rear of two 18th century cottages, now a single Grade II listed house (No 32) and overlies the plot of a former mid to late 20th century blockwork garage. To the south of the site former burgage plots associated with the houses fronting St Stephens Hill have been fossilised as terraced garden plots on the south-facing slope, and neighbouring the site immediately to the north is a 19th century Wesleyan chapel with attached Sunday School, now converted for use as a house. It is located in an area which was levelled during the 20th century (almost certainly when the garage was built) to build up the slope to the south using garden soil from the northern side of the area. This appears to be the reason for the underpinning of the south wall of the chapel. It lies at a height of between 85m and 90m OD. The underlying bedrock is part of the Holsworthy group and comprises mudstone, siltstone and sandstone (CC GIS mapping). The site lies within the town Conservation Area and is included as part of the Historic Settlement.

6. Site History

Prehistoric activity in the area is represented by the discovery of a Mesolithic oval stone axe, possibly greenstone, flaked but not polished, and Mesolithic flakes of chert and beach flint found in the garden of No 11 St Stephens Hill (Cornwall HER).

The settlement at Newport, which developed as a suburb outside the priory, is first recorded in 1250 (Gover, 1948). It was established to the north of the priory on the northern side of the River Kensey. It had certain privileges as early as 1274 (Shepherd, 1980) and was (possibly) called a town in 1284 (Peter, 1885). In 1474 Newport had 76 burgesses (Shepherd, 1980) and in 1556 was granted a fair and a market (Peter, 1885). Until the dissolution of Launceston priory in February 1540 Newport remained under the lordship of the prior, but was then annexed to the duchy of Cornwall. Little has been discovered about its day-to-day administration after its acquisition by the duchy, although it had a mayor and two reeves apparently elected annually from among the burgesses. (<http://www.historyofparliamentonline.org>). In the 18th century the parish of St Stephen including the settlement of Newport passed into the hands of the Dukes of Northumberland.

St Stephens Hill was clearly the original medieval route from the priory across St Thomas's Bridge to the village of St Stephens at the top of the hill to the north. A late medieval coin was found beneath the floor of No 11 St Stephens Hill, during building work in 1994.

Medieval burgage strips are shown on the 1748 Plan of the Borough of Newport by Launceston by J Wynne and the Tithe map of c1840 (Fig 4) flanking either side of St Stephens Hill road, and many still survive. The c1809 OS Surveyors Drawing (Fig 3) is not a precise representation but shows that the settlement of Newport at this date extended along the entire length of St Stephens Hill to the settlement of St Stephens. The Tithe map of c1840 clearly shows the two properties that now form No 32. There is an east-west boundary shown dividing the two separate plots to the rear and a north-south boundary indicating the extent of these plots to the east (dividing the earlier long burgage strip in half). In the north-east corner of each garden plot a small out-building is shown. The Tithe Apportionment lists the landowner at this date as the Duke of Northumberland with the southern property occupied by Henry Burt and the northern property occupied by William Symons. By 1880 (as shown on the c1880 OS map, Fig 5) the east-west boundary dividing the two plots had been removed and a cluster of out buildings added as extensions to the rear of the northern cottage and also within the garden plot.

The c1907 OS map shows that between c1880 and c1907 a few of the outbuildings had been demolished leaving one in the location of the later garage and another adjoining the southern boundary. The Wesleyan chapel to the north was also constructed at this time. During the 20th century the two cottages were combined to form a single property, the remaining two outbuildings to the rear were demolished along with the 19th century extensions to the northern cottage which were replaced with a new dwelling (No 32a). In addition the ground to the rear was levelled and a concrete block-built garage erected on the site of an earlier outbuilding. As part of the current phase of work the 20th century building (No 32a) has been demolished along with the concrete block-built garage.

7. Results

The watching brief was carried out within the area of the proposed house. The ground within this area was first excavated to a depth of 0.5m by a mechanical excavator fitted with a toothless bucket. The northern half of the site contained the concrete footings of the former 20th century garage and in the rest of the area below turf and topsoil **(1)**, a thick layer of redeposited topsoil/garden soil **(2)** was revealed. In the south-east corner of the area the top of a short length of roughly made wall **(3)** was uncovered following the eastern edge of the excavated area.

After the ground within the area had been reduced to a depth of 0.5m the concrete footings of the earlier garage were removed and the trenches for the new footings were excavated by a mechanical excavator fitted with a toothed bucket. The trenches

measured 0.9m wide and were excavated to a depth where natural ground was encountered. Excavation reached a maximum depth of 1.8m below ground level in the south-east corner of the site. Elsewhere the trenches reached depths of between 1.5m and 1m below ground level. The top of the natural subsoil **(5)** was shown to slope down to the south-east; in the northern half of the site it was exposed at a depth of 0.8m below the surface and along the southern edge it was exposed at 1.5m below the surface. In the northern half of the site the natural subsoil **(5)** was immediately overlain by the concrete footings of the demolished garage.

In the south-east corner of the site part of a wall **(4)** aligned north-east south-west was exposed in the section forming the southern edge of the excavated area. The wall **(4)**, visible for a length of approximately 3m from the south-east corner, comprised substantial granite and slate rubble with no apparent bonding material. It was constructed directly on top of the natural subsoil **(5)** and reached a height of 0.8m. It seems likely that this was either part of the boundary between No 30 and No 32 (possibly the northern retaining wall of a Cornish hedge) or it formed part of an earlier outbuilding either associated with No 32 or perhaps the rear wall of a range of buildings extending along the boundary associated with No 30 (see Tithe map Fig 4). Overlying the natural subsoil **(5)** and abutting wall **(4)** was a layer of former garden soil **(6)** between 0.3m and 0.5m deep in the southern half of the area. Overlying **(6)** was a wall **(3)** which lay at right angles to and abutted wall **(4)**. A short length of wall **(3)** (2.5m long) was uncovered along the eastern edge of the site aligned north-west south-east and it is possible that this was part of a 19th century outbuilding shown on the c1880 OS map (Fig 5). Wall **(3)** measured 0.5m wide by 0.5m high and was constructed from uncoursed, unbonded slate and granite rubble.

Overlying wall **(3)** and extending across the rest of the area unaffected by the footings of the former garage was a deep layer of redeposited topsoil/garden soil mixed with demolition debris **(2)** which reached a maximum depth of 1m in the south-east corner. The mid greyish brown silty clay layer **(2)** contained frequent slate fragments including roof slates and moderate amounts of domestic debris including pottery sherds, animal bone, glass, clay pipe and iron fragments dating to the 17th, 18th and 19th century. It seems likely that this levelling layer was deposited during the early 20th century when the older outbuildings and extensions were demolished to make way for No 32a and the former garage. Overlying layer **(2)** in the southern half of the area was a layer of topsoil and turf **(1)**.

8. Discussion

No features, deposits or finds of prehistoric date were identified during the watching brief.

Wall **(4)** along the southern property boundary was the earliest feature identified but could not be dated. It seems likely that it is part of a post-medieval boundary fossilising a medieval burgage plot boundary. Alternatively it may be part of an 18th or 19th century outbuilding. Wall **(3)** is a later insertion and overlies a layer of buried garden soil **(6)** in the southern part of the site. This wall is possibly part of a small outbuilding aligned north-west south-east shown on the c1880 OS map (Fig 5).

The construction of a garage in the mid to late 20th century within the northern half of the site along with levelling works has removed any traces of earlier structures or features in this part of the site.

The redeposited topsoil/garden soil **(2)** covering the southern half of the site and associated with the 20th century levelling works was shown to contain moderate quantities of 17th, 18th and 19th century domestic debris.

9. References

Primary sources

Ordnance Survey, c1809. Surveyors Drawing

Ordnance Survey, c1880. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c1907. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

Tithe Map and Apportionment, c1840. *Parish of St Stephens* (digital copy at HE)

1748 Plan of the Borough of Newport by Launceston by J Wynne at Lawrence House Museum

Publications

Gover, JEB, 1948. *Place-names of Cornwall* (ms at RIC, Truro)

Peter, R and OB, 1885. *Histories of Launceston and Dunheved* Truro

Shepherd, PA, 1980. *The Historic Towns of Cornwall* Truro

Websites

<http://www.historyofparliamentonline.org/volume/1509-1558/constituencies/newport-iuxta-launceston>

10. Project archive

The HE project number is **146071**

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. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 769).
3. Electronic drawings stored in the directory ..\CAD ARCHIVE\Sites L\Launceston 32 St Stephens Hill, Newport 2011067
4. Digital photographs stored in the directory ..\Images\Sites L\ Launceston 32 St Stephens Hill, Newport 2011067
5. English Heritage/ADS OASIS online reference: cornwall2-124063

This report text is held in digital form as: G:\CAU\HE Projects\Sites L\Launceston\Launceston 32 St Stephens Hill, Newport 2012\32-32a St Stephens Hill Launceston report 2011067



Fig 3 OS Surveyors' Drawing c1809



Fig 4 Tithe map for the parish of St Stephens c1840

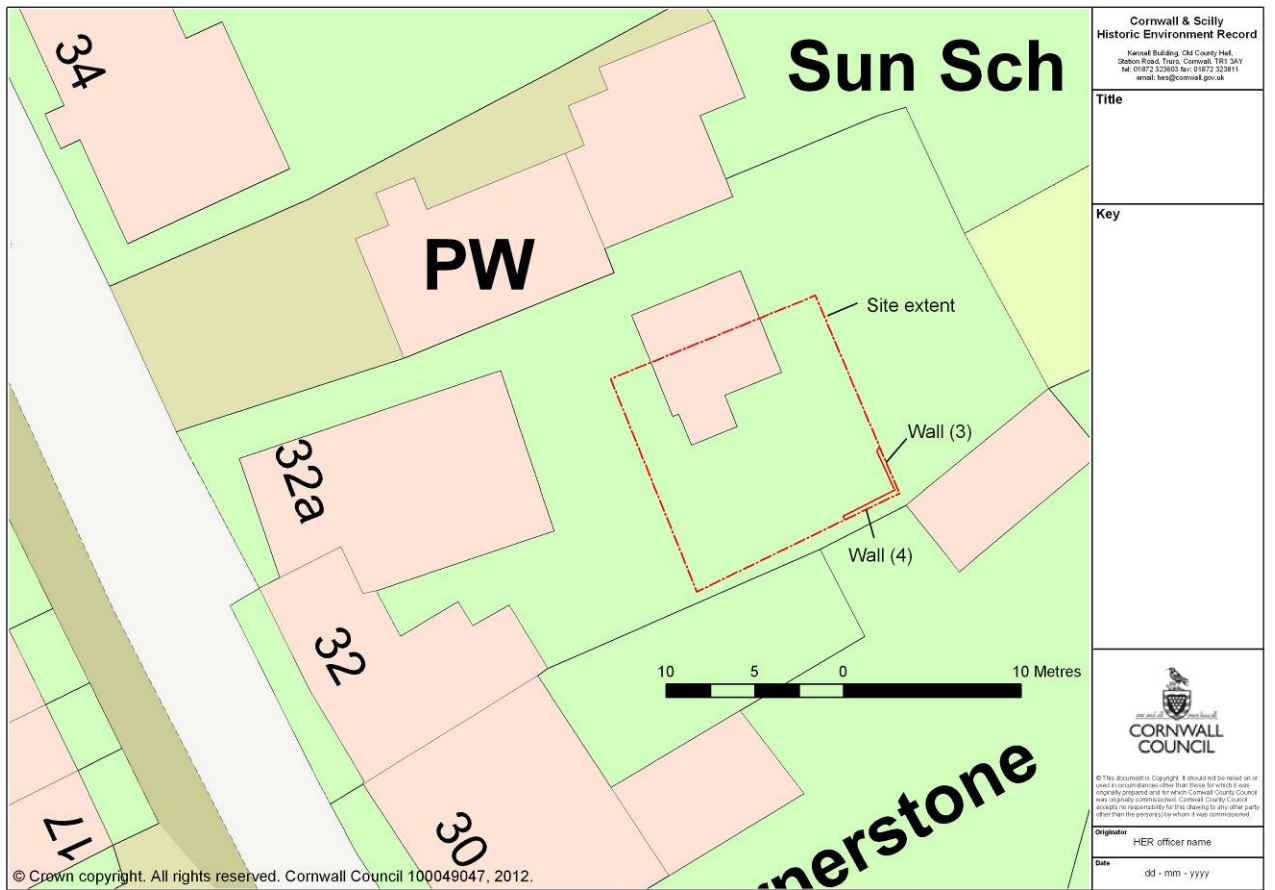


Fig 7 Site plan showing locations of walls (3) and (4)



Fig 8 Rear of No 32 during demolition of No 32a



Fig 9 Excavation area looking west

11. Appendix 1: Context table

Context Number	Description
(1)	Turf and topsoil 0.2m deep in southern half of site. A dark greyish brown silty clay with occasional pottery sherds, bone, glass and slate fragments.
(2)	Layer of redeposited topsoil/garden soil mixed with demolition debris maximum depth 1m in southern half of site below topsoil (1). A mid greyish brown silty clay containing frequent slate fragments including roof slates and moderate amounts of domestic debris including pottery sherds, animal bone, glass, clay pipe and iron fragments.
(3)	Wall aligned north-west south-east, 0.5m wide by 0.5m high constructed from uncoursed, unbonded slate and granite rubble. Overlies garden soil (6) and abuts wall (4).
(4)	Wall aligned north-east south-west, 0.8m high constructed from roughly coursed, unbonded slate and granite rubble. Overlies natural subsoil (5).
(5)	Natural subsoil/bedrock. Light yellow and grey mottled silty clay with frequent shillet fragments 0.3m deep overlying fragmented shillet bedrock.
(6)	Layer of former garden soil between 0.3m and 0.5m deep in the southern half of the area overlying natural (5). . A dark greyish brown silty clay with occasional slate fragments.

12. Appendix 2: Brief

Cornwall Council – Historic Environment Service

BRIEF FOR ARCHAEOLOGICAL RECORDING

Date: 14 July 2011

Address: 32-32a St Stephen's Hill, St Stephen, Launceston, Cornwall, PL15 8HN

Applicant: Mr S Colwill, 32-32a St Stephen's Hill, St Stephen, Launceston, Cornwall, PL15 8HN

Agent: Mr Nick Reeks, Kivells Estate Agents, 8 Belle Vue, Bude, Cornwall, EX23 8JL
(this brief issued to Graeme Barriball)

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: Paul Banks, Planning and Regeneration, Cornwall Council, 3-5 Barn Lane, Bodmin, Cornwall, PL31 1LZ

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

Contractors Written Scheme of Investigation (WSI)

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

1 Introduction

This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at 32-32a St Stephen's Hill, St Stephen, Launceston to discharge condition 6 of planning application PA10/03486 placed on the development.

2 Site Location and Description

The site is located about 1/3 the way up St Stephen's Hill from Newport Square, on the right hand side. The development area is located to the rear of the street frontage, centred on Ordnance Survey grid reference SX 32732 85342.

3 Planning Background

Planning application PA10/03486 was submitted on the 25 May 2010 and was for the construction of a new dwelling to the rear of 32 St Stephen's Hill. This application has been approved subject to seven conditions. Condition 6 states:

No development shall take place within the area to be developed until the applicant has secured the implementation of a programme of archaeological

recording based on a written scheme of investigation submitted to and approved by the local planning authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5.

4 Archaeological Background

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER) as situated with the Medieval core of Newport, Launceston. There are no known historic assets within the site, but the development is immediately to the rear of a Grade II Listed 18th century building fronting St Stephen's Hill. The location within the Medieval core of Newport would suggest potential for survival of buried archaeological remains within the plot of ground to the rear of this Listed building (the development area).

5 Requirement for Work

Ground works associated with the development may disturb buried archaeological remains. What is proposed here is an archaeological 'watching brief' undertaken during the early phase of ground clearance works and excavations of footings for the new build. 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 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.

13. Appendix 3: Written Scheme of Investigation

Client: Roundchase Ltd
Client contact: Graeme Barriball
Client tel:
Client email:

Site history

A planning application PA10/03486 submitted on the 25 May 2010 was for the construction of a new dwelling to the rear of 32 St Stephen's Hill, Launceston. The site lies within the medieval core of Newport, Launceston, at grid ref SX 32732 85342 (see extent below). Although there are no known historic assets within the site, the development area is immediately to the rear of a Grade II Listed 18th century house fronting St Stephen's Hill. The location within the medieval part of the town would suggest potential for survival of buried archaeological remains. Medieval burgage plots (in the form of narrow strip-like property boundaries running back from the street frontage) survive to the south of the development site.

Planning Background

The development site is to the rear of a Listed Building and work will also entail complete demolition of an early 20th century bungalow adjoining the north side of the older Listed house, to create better access for the new build. An existing garage to the rear of the property will also be demolished. The planning application was approved subject to seven conditions. Condition 6 states:

No development shall take place within the area to be developed until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the local planning authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5.

A brief outlining required archaeological recording works was prepared by Phil Copleston, the local Historic Environment Planning Advice Officer. Graeme Barriball approached HE Projects with a view to putting in place the necessary recording work to satisfy the planning condition. Following agreement of costs, this Written Scheme of Investigation was prepared. It sets out the proposed working methods, standards and arrangements for monitoring leading to eventual discharge of the planning condition.

Project extent



The development site lies within the red line. The area highlighted in yellow is the Listed Building, no 32 St Stephens Hill.

Aims and objectives

The principal aim of the study is to gain a better understanding of the development of this part of Newport. The objectives are to obtain an archaeological record of the site prior to alterations.

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.

Work will comprise background research, followed by a watching brief during the early stages of development work, and archiving of results and reporting.

Desk-based assessment

Brief desk-based research will be carried out to inform the fieldwork stage. This will comprise:

- Consultation of the Cornwall and Isles of Scilly Historic Environment Record
- Published sources/local histories as available
- Cornwall and Scilly Urban Survey (CSUS): report on Launceston
- Historic maps, including:
 - Joel Gascoyne's map of Cornwall (1699)
 - Thomas Martyn's map of Cornwall (1748),
 - OS 1 inch survey (c1810)
 - St Stephen-by-Launceston parish Tithe map (c1840),
 - 1st and 2nd Editions of the OS 25 inch maps (c1880 and c1907)
- Modern maps

Archaeological recording

Demolition work and site preparation will be carried out by mechanical excavator (to be provided by the client). Following removal of demolition debris, the area will be cleaned up by the machine fitted with a toothless bucket. This work will be supervised by an archaeologist. Any revealed substrata will then be hand cleaned with resulting archaeological evidence recorded in accordance with the standards set out below.

The client will be responsible for making the ground good after the archaeological investigation has taken place. It is assumed, however, that archaeological work will not be needed beyond levels required for the building development itself. If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO.

Recording

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- All finds from significant stratified contexts will be accurately located on the location plan at an appropriate scale.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence. Recording will be carried out via the medium of HE pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.
- As far as practically possible, excavated spoil will be inspected for finds.

Site planning policy

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the prepared location map and to the national grid; all drawings will include standard information: site details, personnel, date, scale and north-point.
- Site plans and sections will be drawn at 1:20, with details on elevations where necessary at 1:10, unless circumstances indicate that other scales would be more appropriate.

Photographic record

- The photographic record will consist of prints in black and white together with the negatives. Colour digital photography will be used to record sections where soil colours etc are paramount, as well as for report illustration.
- For both general and specific photographs, a photographic scale will be included.
- In the case of detailed photographs a north arrow will be included if appropriate.
- The photographic record will be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

Finds

- All finds will be examined from each archaeological context excavated. 20th and 21st century finds will be listed but not be retained
- This proposal includes a list of specialist consultants, who might be required to conserve and/or report on finds, and advise or report on other aspects of the project including environmental sampling.
- The requirements for conservation and storage will be agreed with the appropriate museum prior to the start of work.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IFA 2001b).

Human remains

The context of the site suggests that discovery of human remains is unlikely.

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

Archiving

Note: Requirements for archiving and reporting will be reviewed in the light of the fieldwork results

During this phase the results of the fieldwork will be collated for archiving. This will involve the following tasks.

- All retained finds, where appropriate, will be washed.
- All pottery, and other finds where appropriate, will be marked with the site code and context number.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.
- Indexing of site drawings and photographs.
- Processing and analysis of environmental samples, if appropriate.

Report production

A report will be produced which will describe the results of the desk-based study and the nature of the fieldwork undertaken, the circumstance and conditions under which it occurred and the results that were obtained. Production of the report will involve:

- Producing a descriptive text.
- Producing maps, scaled plans and section drawings.
- Selecting photographs.
- Report design.
- Report editing.
- Dissemination of the finished report.

The report will have the following contents:

Summary

Introduction - Background, aims, methods

Results - A concise non-technical summary of the results

Discussion - A discussion of archaeological findings in terms of both the site specific aims and the desk based research

Specialists' reports - Specialists' reports or assessments as appropriate

Archive - A summary of archive contents and date of deposition

Appendices - Copies of the planning brief and Written Scheme of Investigation, and a context register

Illustrations:

Location map

Site location plan

A drawing showing areas examined as part of the archaeological watching brief

Copies of relevant historical cartography & plans

Plan and section drawings resulting from the archaeological recording.

Finds drawings (if appropriate)

Illustrative photographs

Note: All plans will be tied to the national grid.

Contingency for analysis and publication

A contingency has been provided in the event that significant remains are uncovered. This will only be drawn upon following an agreement about appropriate level of recording in discussions between the HE team, the HEPAO and the client.

Report dissemination

The full assessment report will be submitted within a length of time (but not exceeding three months) to be agreed between the client and HE Projects, with copies supplied to the client, Cornwall Council Historic Environment Record, the Courtenay Library of the Royal Institution of Cornwall, River Street, Truro and national archive centres. A further digital copy shall be supplied on CD-ROM in Adobe PDF format.

OASIS entry

HE Projects will undertake the English Heritage/ADS online access to the index of archaeological investigations (OASIS).

Archive deposition

- An ordered and integrated site archive will be prepared (in accordance with English Heritage and Cornwall Historic Environment Record guidelines) upon completion of the project.

- The project archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.

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

Timetable

The study is anticipated to be commenced during February 2012. HE will require at least three 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 three months of the end of the fieldwork. The deposition of the archive will be completed within a month 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

Project team

HE staff

The project will be managed by a nominated Senior Archaeologist 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. The project team is expected to include the following:

Nigel Thomas BA MIfA

Senior Archaeologist responsible for management of projects relating to historic building recording and surveys of historic landscapes. Past work has included recording and structural analysis at Launceston and Restormel Castles, medieval chapels at Rame, Bodmin and Hall (Bodinnick), as well as landscape surveys at Lanhydrock park and Godolphin gardens. Project manager for historic building analyses at Tintagel Old Post Office, Cotehele House, St Michael's Mount summit complex and Trevice for the National Trust. Project team leader for the Lostwithiel Town Characterisation Study. Member of the IfA Buildings Group and Survey and Illustration Group.

Joanna Sturgess BA

Archaeologist with HE, with a wide range of experience in recording historic buildings, landscapes, excavation and post-excavation. Past historic building works have included Cutmadoc Farmhouse, Lanhydrock; City Wharf, Truro; Harvey's Foundry, Hayle; Boswednack Serpentine works, Porthmeor farm and various mining sites. Other projects

include the Gwithian archive, Lemon Quay excavation, Goonhilly Earth Station survey, Lower Boscaswell and Trevesa in West Penwith landscape surveys. Expertise includes archaeological use of CAD software and survey.

Carl Thorpe BSc

Archaeologist and Finds Manager with HE. His extensive fieldwork experience includes excavations at Tintagel, several churches (St Mawgan in Pydar, Mullion, Bodmin Friary, Tintagel) and miscellaneous watching briefs over 20 years covering a wide range of sites dating from the Neolithic to the Post-medieval. Carl has undertaken numerous post-excavation projects, including Gwithian, Trethurgy, Trevelgue Head, Tintagel, Stannon, Tremough, and Boden. Carl is a national specialist in post-Roman ceramics (contributed analysis and report to University of Glasgow's publication of Excavations at Tintagel). He has a detailed knowledge of Cornish later prehistoric, Romano-British, Medieval and Post-medieval ceramics. He is a specialist in stone artefacts and also has a wide knowledge of other categories of finds (glass, metalwork etc) from most periods. Carl is an experienced archaeological artefact illustrator with numerous published examples including finds from Tintagel and Trethurgy. His research interests include the Romans in Cornwall; the post-Roman period in Britain and its trade connections; Early Medieval inscribed stones; Medieval graffiti and graffiti games. Member of the Society for Medieval Archaeology.

Specialists

Should significant finds or environmental samples be found then they will be assessed by qualified specialists who will be identified and appointed (in a revised project design) at assessment/analysis stage.

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.

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.

Nigel Thomas

Senior Archaeologist

1st November 2011

Historic Environment Projects

Cornwall Council