



St Ives, Former Day Care Centre, Cornwall

Archaeological Watching Brief



Historic Environment Projects

Report No 2012R048	Report Name St Ives, Former Day Care Centre, Westcotts Quay, Cornwall.	Report Author C. M. Thorpe
-----------------------	---	-------------------------------

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

Client Organisation Cameron Buildings	Client Contact Scott Cameron
--	---------------------------------

Monuments (MonUID)					

Fieldwork dates (From)	(To)	(Created By)	(Create Date)
19/06/12	19/06/12	CMT	21/06/12

Location (postal address; or general location and parish) Westcott's Quay, St Ives.
--

(Town - for urban sites) St Ives	(Postcode) TR26 2DZ
-------------------------------------	------------------------

(Easting) X co-ord SW 51863	(Northing) Y co-ord 40407		
--------------------------------	------------------------------	--	--

List of Figures

- Cover Ground level reduction in progress
- Fig 1 Site location
- Fig 2 Detailed site location
- Fig 3 1932 - 39 OS map showing rows of cottages on site
- Fig 4 Site plan showing features noted and location of test pits
- Fig 5 Concrete and stone shaft capping over possible well, here inverted after removal
- Fig 6 Granite faced walling, possibly part of the 19th century cottages on site



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

Project background

HE Projects were commissioned by Scott Cameron of Cameron Buildings to undertake a programme of archaeological recording during ground works required ahead of the erection of three new dwellings on the site of the former Day Care Centre in St Ives. The development area measured 14m x 10m and was approximately 0.015ha (Figs 1, 2 and 4).

The development was the subject of a planning condition, which required that archaeological recording took place ahead of construction (PA11/07855). Phil Markham (Historic Environment Planning Advice Officer, Cornwall Council) produced a brief (Appendix 1) for archaeological recording (07/03/12) and was consulted over the requirements for the archaeological recording. A written scheme of investigation, (WSI) outlining the methodology for archaeological recording (Appendix 2) was produced (12/03/12) by Dr Andy Jones (Archaeologist Team Leader, HE Projects) in response to Phil Markham's brief.

This report presents the results of the archaeological watching brief carried out on the 19th June 2012.

Location and setting

The development area is located within land that falls into an historic character zone (Cornwall County Council 1996) which has been classified as Settlement: older core (pre 1907).

St Ives was first recorded as 'Juxta Sanctam yam Porthia' in 1284. The place-name contains the Cornish saint's name *Ia*. This also occurs in the local names of *Ayr* and *Dinas-Ia*. St Ives is now the name covering the area of the town, church and harbour. It was once a chapelry of Lelant. Medieval in origin, there was thus the potential for the preservation of buried archaeological material to survive in the project area.

The site is within the ecclesiastical parish of St Ives (Figs 1 and 2). The proposed development is immediately adjacent to a large number of Listed Buildings, including the fire station, at the junction of St Andrew's Street and The Cuddy, which is recorded on the 1880 and 1907 OS maps (MCO54343). The 1880, 1909, and 1939 OS maps show there to have been two rows of small cottages separated by a narrow alley (Fig 3).

Potential sites

The development lies within the boundaries of the medieval settlement, which means that there was 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 site covered by the watching brief is on gently sloping ground that falls seawards towards the northeast from a height of *circa* 12m OD to 10m OD. The site lies some 30m west of the water's edge at Westcott's Quay that forms part of the southern end of the medieval harbour of St Ives. Prior to demolition the site was last used as a day care centre.

The underlying geology consists of Devonian Metabasalts (known locally as Green Elvan) of the Mylor Slate Formation (BGS sheet 351 and 358).

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 existing building on the site was demolished prior to the archaeological watching brief commencing. The area to be affected by the development was then reduced (where required) down to the ground levels required for the new buildings. This was carried out under archaeological supervision using a machine fitted with a toothless grading bucket. In two areas where it was proposed to dig foundation trenches below the general ground level exploratory trenches were excavated down to the top of the natural geology. The area was then inspected by the archaeologist.

Archaeological features and deposits uncovered during the stripping were plotted onto a site plan at a scale of 1:100 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 site.

Results

The work on the site after the demolition of the existing building had been completed could be split into two parts. The ground level within the eastern two-thirds (measuring approximately 10m x 9m) of the site perimeter (that was marked by a double skinned concrete block and stone faced wall) was reduced by up to 0.3m to provide a level surface for the new building (Fig 4). The material removed consisted entirely of grey-white sand (derived from the processing of china clay) that also contained fragments of concrete blocks, fragments of concrete, fragments of drainpipe and other builders rubble that formed a ground levelling layer for the previous building.

A linear concrete foundation running roughly west to east across this area some 0.5m wide (with a depth of 0.5m) was recorded. This apparently acted as the foundations for the support of a raised floor within the earlier building.

At an approximate mid way point along this foundation and some 0.75m to the north, a roughly rectangular shaped area of concrete measuring 1.5m x 0.8m was uncovered. When this was lifted and removed it proved to be 0.25m thick and attached to a roughly columnar-shaped block of stones that had been cemented together with a diameter of *circa* 0.6m and 0.4m thick. This proved to be a capping plug for a 0.5m diameter shaft cut into the underlying soil and bedrock that had been infilled completely with grey-brown clay and compacted fragments of roofing slates with some fragments of 19th century brick. The shaft was seen to continue to a depth of 0.5m but was not investigated further as it lay well below the level required for the current development, and would be buried under a layer of concrete. The nature of fill was the same for the entire depth of the recorded shaft. It is uncertain what this shaft represents, but is most probably an infilled well related to the rows of cottages that were on this site prior to the building of the Day Care Centre (Figs 4 and 5).

The new development required two new foundation trenches to be dug across this area so two test pits were excavated where these trenches were to be placed to investigate the nature of the ground. These two pits lay at the eastern and southern sides of the area investigated (Fig 4) A third test pit was also dug on the north western side to examine the ground there. Sections were recorded in each of these pits.

Test Pit 1 Section

Depth	Thickness	Description	Interpretation	Context
0m – 0.12m	0.12m	White-grey China clay sand and builders rubble	Levelling layer	(1)
0.12m – 0.47m	0.35m	Grey-brown clay and stone rubble.	Made-up ground	(2)
0.47m – 0.55m	0.08m	Red, grey-brown clay	Weathering. Natural clay	(3)
-	-	Solid Green Elvan bedrock	Natural bedrock	(4)

This trench was at the eastern end of the site (Fig 4) along the line of one of the proposed foundation trenches. It rapidly filled with water which apparently came from a natural spring that lies some 5m to the south. No archaeology was recorded.

Test Pit 2 Section

Depth	Thickness	Description	Interpretation	Context
0m – 0.10m	0.10m	White-grey China clay sand and builders rubble	Levelling layer	(1)
0.10m – 0.25m	0.15m	Grey-brown clay and stone rubble.	Made-up ground	(2)
0.25m – 0.45m	0.20m	Clean yellow-brown beach sand	Wind blown sand, or perhaps a levelling layer?	(5)
0.45m – 0.50m	0.05m	Red, grey-brown clay	Weathering. Natural clay	(3)
-	-	Solid Green Elvan bedrock	Natural bedrock	(4)

This trench was at the northwestern corner (Fig 4) of the area reduced in height. No archaeology was recorded.

Test Pit 3 Section

Depth	Thickness	Description	Interpretation	Context
0m – 0.15m	0.15m	White-grey China clay sand and builders rubble	Levelling layer	(1)
0.15m – 0.45m	0.30m	Dark black, Grey-brown clay and stone rubble.	Made-up ground	(2)
0.45m – 0.48m	0.03m	Red, grey-brown clay	Weathering. Natural clay	(3)
-	-	Solid Green Elvan bedrock	Natural bedrock	(4)

This trench was at the southern end of the site (Fig 4) along the line of one of the proposed foundation trenches. No archaeology was recorded.

Apart from the possible infilled well, no other features of archaeological interest were recorded, though it is possible that many remained obscured beneath the levelling layer of china clay sand.

The western third of the site was not reduced in height but just cleared of rubble. Its eastern edge was marked by a granite faced wall standing to a maximum height of 0.65m (Figs 4 and 6). Granite quoin stones marked a corner at the northern end. This line of walling probably marked the lowest courses of one of the cottages recorded on the 1880, 1908, and 1939 OS maps (Fig 3) that stood on this site prior to their demolition and replacement by the Day Care Centre in the late 1960s early 1970s.

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. No artefacts were recovered from the site.

References

British Geological Survey 1974, 1:50000 map Sheet 351 and 358 Penzance

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

Project archive

The HE project number is **HEXQPR146158**

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 (HEXQPR146158)
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE775/1-2).
3. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.Q-T\St Ives, Day Care Centre Watching Brief. June 2012 HEXQPR146158
4. English Heritage/ADS OASIS online reference: cornwall2- 128841
5. This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites S\St Ives, former Daycare Centre\Report

No artefacts were recovered during this project. The project paper archive will be stored at ReStore until it can be housed in the Cornwall Record Office.

Appendix 1. Brief for Archaeological Recording

Date: 7th March 2012

Address: Former Day Care Centre, Westcott's Quay, St Ives TR26 2DY

Application: PA11/07855

HBSMR Ref: CCO4809

Applicant: Scott Cameron

Agent: Chris Corrish, In House Design, 17 Noble Avenue, North Common, Bristol, BS30 8YY t. 0117 9326835 e. cec@inhousebuildingdesign.co.uk

Historic Environment Planning Advice Officer: Phil Markham, Cornwall Council, Historic Environment Service, Dolcoath Avenue, Camborne, Cornwall TR14 8SX

t. 07973 813572 e. pmarkham@cornwall.gov.uk

Local Planning Authority Officer: Phil Brookes, Cornwall Council, Planning & Regeneration Service, Dolcoath Avenue, Camborne, Cornwall TR14 8SX

t. 01209 614029 e. Philip.Brookes@cornwall.gov.uk

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

- 1.1 This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at the above site to discharge the archaeological planning condition (Currently Condition 2).

2 Site Location and Description

The site is located in St Ives, approximately 20m from the sea front at Ordnance Survey Grid Reference SW 5186 4040. It is at an approximate height of 10m and the soils are recorded as being Trusham (loam over hard rock) overlying a geology recoded as being Mylor Slates.

3 Planning Background

- 3.1 Planning application PA11/07855 was submitted on the 15th September 2011 and was for the demolition of the existing day care centre and the construction of three dwellings with landscaping, externals and associated works. This application has been recommended for approval subject to 6 conditions. The archaeological condition (Currently Condition 2) has been redrafted since the Committee Report as a geophysical survey would not be appropriate in this case. The redrafted condition is likely to be:
 - 3.2 No works pursuant to the consent are to be commenced or the development beneficially occupied until an archaeological 'watching brief' has been undertaken on the ground works. These archaeological works will be undertaken according to a Written Scheme of Investigation (WSI) which has been submitted by the applicant and approved by the Local Planning Authority in consultation with Cornwall Council Historic Environment Advice.

3.3 Reason: In the interests of the archaeological value of the site and to satisfy the aims and intentions of Government advice in Planning Policy Statement 5

3.4 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

4.1 The Cornwall and Scilly Historic Environment Record (HER) records that the following report has been produced, Cornwall and Scilly Urban Survey, Historic Characterisation for Regeneration of St Ives. This report indicates that the proposed development site could be within the medieval extent of the town.

5 Requirement for Work

5.1 Ground works associated with the development may disturb buried archaeological remains. 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.

5.2 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 the site 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 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 2. Written Scheme of Investigation for an archaeological watching brief at the former Day Care centre, Westcott's Quay, St Ives

1. Introduction

1.1 Background

HE Projects, have been requested by Chris Corrish on behalf of In House Building Design Ltd, to provide a project design and estimate for a programme of archaeological recording ahead of the construction of a new dwellings at the former Day Care Centre, Westcott's Quay, St Ives. The proposed development will involve the construction of 3 new dwellings within the core of historic settlement of St Ives.

Planning application PA11/07855 was submitted on the 15th September 2011. This application has been recommended for approval subject to 6 conditions. The archaeological condition (Currently Condition 2) has been redrafted since the Committee Report as a geophysical survey would not be appropriate in this case. The redrafted condition is likely to be:

No works pursuant to the consent are to be commenced or the development beneficially occupied until an archaeological 'watching brief' has been undertaken on the ground works. These archaeological works will be undertaken according to a Written Scheme of Investigation (WSI) which has been submitted by the applicant and approved by the Local Planning Authority in consultation with Cornwall Council Historic Environment Advice.

Phil Markham (Historic Environment Planning Advice Officer, Cornwall Council) has produced a brief for archaeological recording (7/3/12).

1.2 Historical background

The proposed development is situated within the settlement of St Ives. St Ives was first recorded as 'Juxta Sanctam yam Porthia' in 1284. The place-name contains the Cornish saint's name *Ia*. This also occurs in the local names of *Ayr* and *Dinas-Ia*. St Ives is now the name of a town church and harbour. It was once a chapelry of Lelant.

The proposed development is immediately adjacent to a large number of Listed Buildings, including the fire station, at Junction of St Andrew's Street and The Cuddy, which is recorded on the 1880 and 1907 OS maps (MCO54343).

Potential sites

The development lies within the boundaries of the medieval settlement, which means that 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 St Ives 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

Following the demolition of any existing remains and the removal of modern deposits (concrete floors, etc), the excavation of for the dwellings should be carried out under archaeological supervision using a machine fitted with a toothless bucket. The site 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 excavated 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.

12/3/12

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

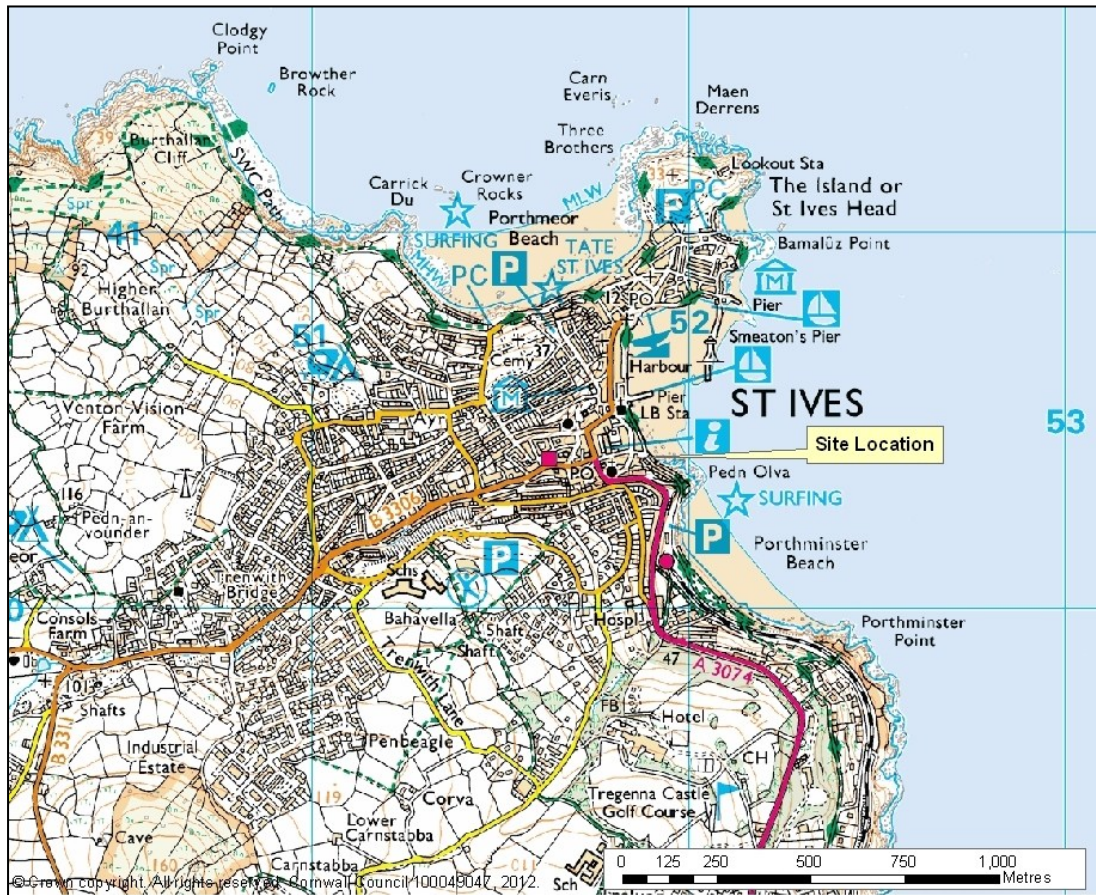


Figure 1. Site location

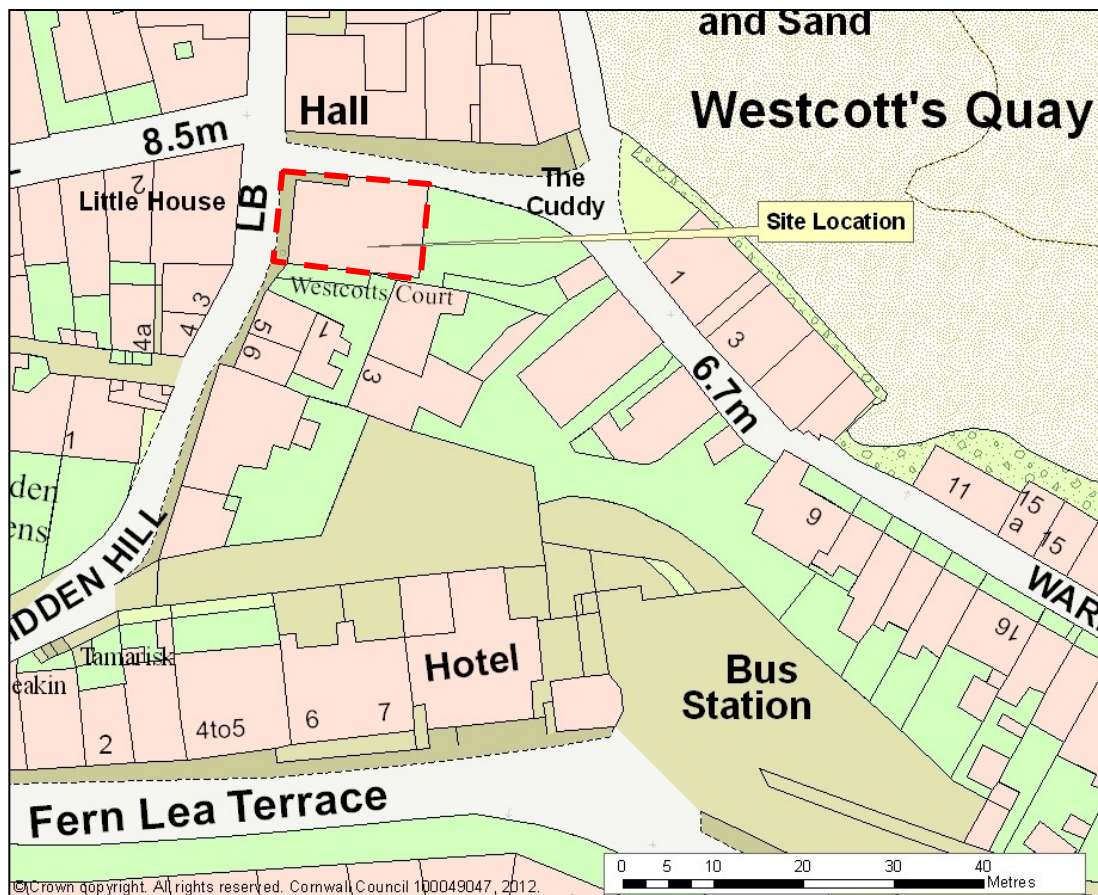


Figure 2. Detailed site location. Red dashed line marks area of development.

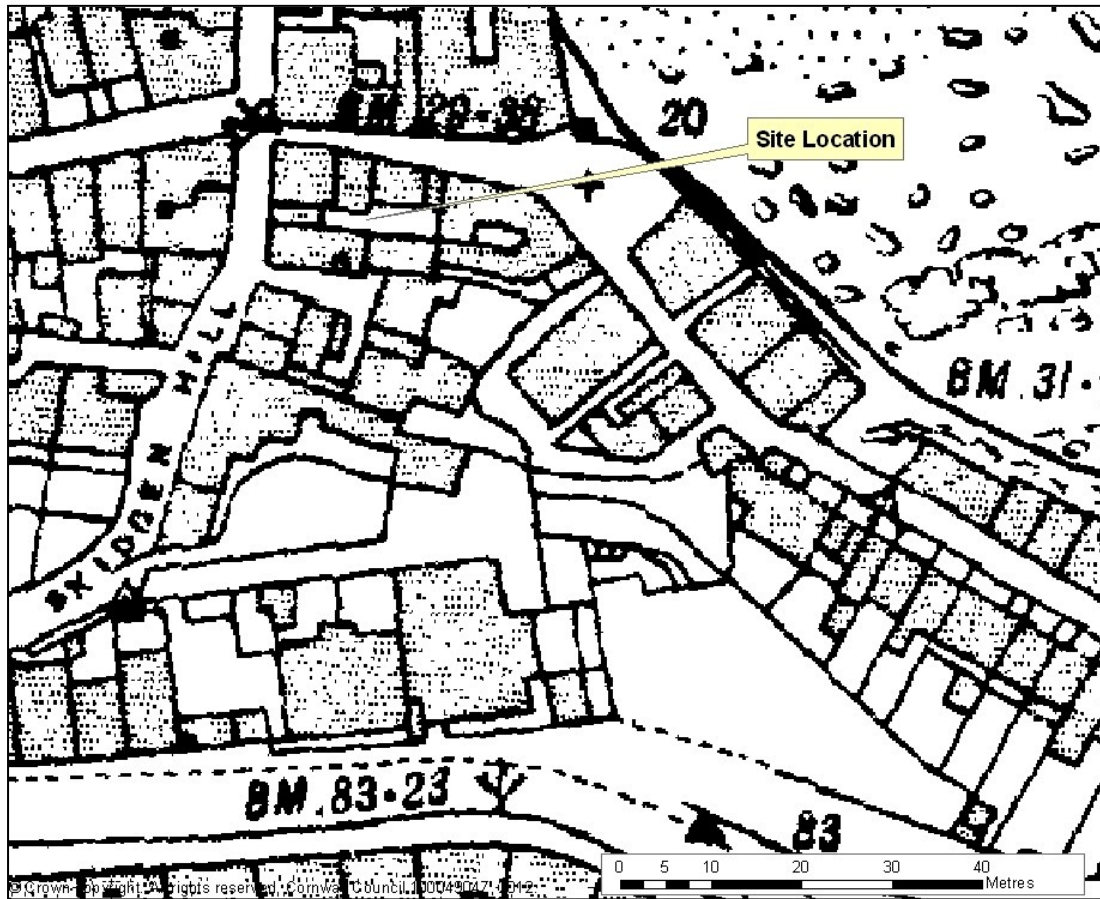


Figure 3. 1932-1939 OS map showing cottages on site prior to Day care Centre

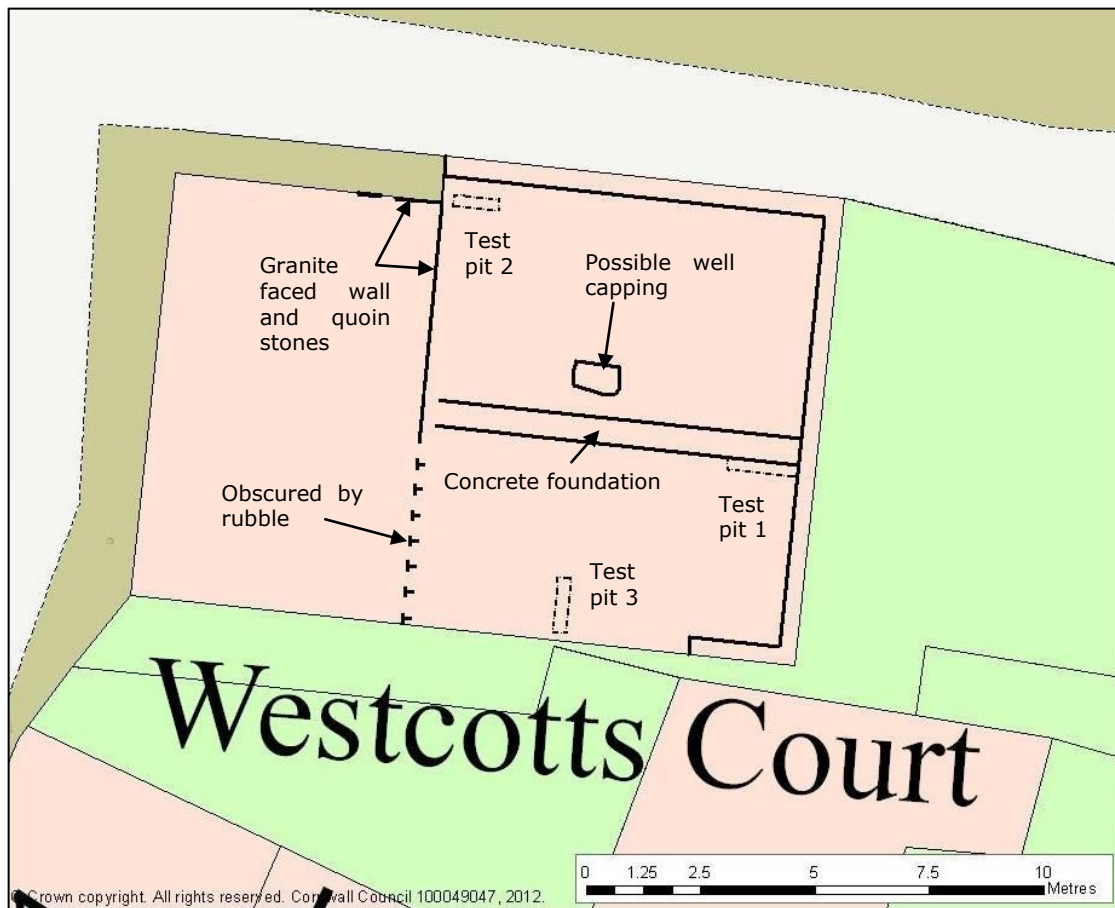


Figure 4. Site plan showing features noted and location of test pits



Figure 5. Stone and concrete capping of shaft, here inverted after removal



Figure 6. Granite faced wall and quoin stones. Possible part of 19th century cottages on this site prior to building of the Day Care Centre.