



# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**





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<b>Client</b>	<b>St Martin's Community Centre Committee</b>
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## **Acknowledgements**

This study was commissioned by St Martin's Community Centre Committee and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Charles Johns, who also carried out the watching brief. The historic building record was undertaken by Katharine Sawyer.

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

## **Freedom of Information Act**

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## **Cover illustration**

Reading Room, St Martin's, September 2012 (photo: Katharine Sawyer)

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## **Abbreviations**

- EH          English Heritage
- HER        Cornwall and the Isles of Scilly Historic Environment Record
- HE          Historic Environment, Cornwall Council
- NGR        National Grid Reference
- OS          Ordnance Survey

## **1 Summary**

This report describes the results of historic building recording of the Reading Room on St Martin's, Isles of Scilly and an archaeological watching brief during groundworks for the construction of the new Community Centre. The work was commissioned by the St Martin's Reading Room Committee and carried out by Historic Environment Projects, Cornwall Council with local archaeologist Katharine Sawyer to satisfy a planning condition

The historic building survey was carried out on 1 October and the watching brief on 6 and 7 November 2012. The site was covered by layers of sand with a cumulative depth of 0.8m, overlying an undulating layer of buried soil and natural granite bedrock. No features of archaeological significance were uncovered and the site was devoid of finds of any sort.





## 2 Introduction

### 2.1 Project background

Planning application P-10-80 for the erection of a new Community Centre on St Martin's was submitted on 19 August 2011. This application was approved subject to a number of conditions including Condition 11 which states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

In May 2012 Historic Environment Projects, Cornwall Council (HE Projects) were commissioned by the St Martin's Community Centre Committee to undertake historic building and archaeological recording to satisfy the planning condition.

The work was carried out in October and November 2012 according to a Written Scheme of Investigation (WSI) prepared by HE Projects (Johns 2012) (Appendix 3) based on a Brief outlining the minimum requirements for archaeological recording produced by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which set out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012) (Appendix 2).

### 2.2 Aims

#### 2.2.1 Historic building recording

The aim of the historic building recording was to make a photographic and descriptive record of the existing Reading Room, taking into account:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations.

#### 2.2.2 Archaeological recording

The site specific aims were 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 area from any archaeological remains encountered.

## **2.3 Methods**

The work was carried out according to the methodology set out in the WSI.

### **2.3.1 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:

- Scilly HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 8.1)
- Published histories (see Section 8.2)

### **2.3.2 Building survey fieldwork**

A visit to the Reading Room was undertaken by Katharine Sawyer on 1 October 2012, to undertake the equivalent of a Level 2 historic building record (a photographic and descriptive record).

Detailed notes were taken of architectural features in the interior of the Reading Room, as well as information on the exterior elevations.

Photography was a primary recording medium. Archive quality (monochrome film-based) photographs were taken with a 35mm SLR camera fitted with appropriate lenses. Digital photographs were taken for illustrative purposes.

### **2.3.3 Archaeological fieldwork**

A mini-digger provided by the building contractor stripped topsoil and subsoil to formation level for the new building under archaeological supervision. All stratified deposits were given a unique context number (Appendix 1) and recorded on a section drawing. Colour digital photographs were taken of the work in progress.

### **2.3.4 Post-fieldwork**

The monochrome photos were processed by a photographic laboratory and the results output as a conventional contact sheet as well as scanning to CDR. Digital photos were processed using Adobe Photoshop Elements software. A selection of representative photos has been included in this report.

## **3 Location and setting**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum (Figs 1 and 4).

## **4 Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records numerous archaeological sites in the vicinity of the new Community Centre site including the Scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been*

*excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **5 Building description and history (Figs 5-12)**

St Martin's Reading Room was constructed, by the men and boys of St Martin's, in 1932 (Nance 1932). Its purpose was 'to provide social intercourse, rational recreation and the other advantages of a club' ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The opening, on 1 August 1932, was celebrated with a sumptuous tea, whist drive and dance (Fig 5).

The original building measured 15.1m long and 5.3m wide and consisted of a main hall measuring 12.1m by 5.3m and two small rooms of 3m by 2m each, on either side of the entrance passageway at the eastern end of the building. These are shown as a cloakroom and kitchen on the 1985 plan. As well as the door in the east wall, there was one at the western end of the south wall. There were four windows in both the north and south walls, the most easterly of them being in the small rooms at the eastern end, the others in the main hall.

The walls were of shuttered concrete without foundations or a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)) and the building took eleven weeks to construct, skilled assistance being provided by a builder from St Erth, Cornwall (Nance 1932, 101).

In 1985 permission was granted by the Duchy of Cornwall for the building to be extended by 6.1m at the western end to provide a larger kitchen, a chair store, male and female toilets and a cupboard. A new doorway was cut in the western wall to give access to this area and there were windows in the north and south walls of the extension as well as two high up in the new western wall. A fete was held to raise money for the project and this still continues. A small grant was obtained from the Rural Development Commission and the Chairman at that time, Lord Vinson of Roddam-Dene, laid the foundation stone (Fig 6).

The plan of the extension shows that the walls had foundations and a damp proof course and were constructed of concrete blocks, rendered on the outside and with a cavity lined with polystyrene. The roof was of corrugated bitumen. The cupboard between the toilets was not constructed nor was a doorway inserted between the chair store and the lobby giving access to the toilets. The positions of the female and male toilets were reversed. In all other respects the building conforms to the 1985 plans of the proposed extension. The chair store has subsequently been used as the doctor's surgery.

The original reading room had wooden framed sash windows, those on the southern (road) side being replaced by uPVC double-glazed sash windows. The extension had wood framed sash windows on the north and south sides whilst those in the west wall were top-hung horizontal wood framed. The external windowsills are all concrete and both the external doors have concrete slabs outside them. The main entrance, at the eastern end of the building, has a concrete moulded plaque above it, with a shield showing the Prince of Wales's feathers (Fig 10). The plaque and the feathers were painted white and the shield pale blue. A concrete path ran from the road to the main entrance, flanked at the roadside by stone gateposts.

The internal walls were plastered and there was wooden tongue and groove panelling, to a height of 1.1m, on the walls of the original structure. This survived in the entrance passageway, the small room to the north of it and the main hall. The room on the southern side had no panelling but it seems likely that this was removed as there is a

reference to the panelling rotting due to the lack of a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The entrance passageway, the small rooms on either side of it and the extension all have solid floors but the main hall has wooden floorboards.

## **6 Watching brief results**

The development site is located at the rear of the Reading Room and was 29m long (from the back wall of the Reading Room) and 16m wide. It is located in a small field enclosed on three sides by single stone wall with mature soft hedges on the inside. The field was subdivided by a soft hedge of mature euonymus and was presumably used for flower growing, although currently scrubby grass with bracken and brambles. The field boundary is not shown on the c 1891 and 1909 OS maps (Figs 2 and 3) so is of early or mid 20<sup>th</sup> century date and possibly contemporary with the Reading Room.

Groundworks for the formation level of the site were observed; the ground rises gradually to the north so the excavations cut into the slope, the depth at the south end nearest the Reading Room being 0.005m and the depth at the north end 1.005m. The topsoil was loose dark grey and dark brown slightly peaty sand 0.2 deep, deepening to 0.4m below the central hedge (1), overlying layers of loose sand with a cumulative depth of 0.8m deep (layers 2 -5), the sand overlay an undulating buried soil, firm dark brown sandy clay 0.15m deep (6) which in turn overlay the natural bedrock which was weathered and decayed granite (7). The depth of the layer varied across the site, so that in some places the sand was deeper and the buried soil much thinner (Figs 13 and 14). The layers are described in Appendix 1: List of contexts.

The buried soil was assessed as having limited potential for paleoenvironmental sampling and did not contain any readily apparent material that was suitable for radiocarbon dating. The potential for Optically Stimulated Luminescence (OSL) dating was also considered, this technique is excellent in some circumstances but the error is large for some periods so it will not always give precise dates/time periods for accumulation. There is a better chance of useful OSL results for some periods if can be used in conjunction with other forms of dating in a stratigraphic sequence.

No archaeological features were uncovered and there were no finds, not even a single piece of modern china. An interesting feature was the presence of number of random medium to large sized weathered stones in layer (4) (up to 0.35m by 0.2m by 0.16m in size) as well as smaller cobbles. The stones did not have any structure and presumably were brought onto the site during the storm that deposited the sand

## **7 Conclusions/discussion**

Describing his visit to St Martin's in 1752 the antiquarian William Borlase wrote 'This Island seems to have been entirely cultivated in former times, for every where as we went (through the whole length of it) we could trace Hedges so plainly crossing the ridge, and descending to the Sea on either hand of us, that there can be no doubt but that the land was inclosed and divided into fields anciently, though now for the most part incapable of cultivation, because overrun as it is with sand, the soil is quite buried: the present fields are very small, lying towards the South from the decline of the Hill to the edge of the water, but the higher parts are all one Common, the surface being either too stony and shallow to make arable ground, or covered with sand blown in from some Northern Coves below; however, what has suffered so much from the sand in former ages has in length of time contracted soil enough to form a turfy pasture on which the inhabitants keep many sheep, the sheep-run being two miles long, but below this Turf, there is nothing but sand for a great depth' (Borlase 1756, 53).

Borlase also noted that there were historical records describing a number of storm-surges in the Scilly during 1703 and 1744 (Borlase 1758), while OSL dating of marine and aeolian deposits in the vicinity of Big Pool, St Agnes has led to the suggestion that

they were the result of tsunami created by the Lisbon earthquake of 1755 (Banerjee *et al* 2001). Storm surges are thought to be short-wavelength phenomena whereas tsunamis have very long wavelengths, and while storm surges cause beach erosion and deposit coarse clastic detritus, tsunamis are constructive waves and are associated with the deposition of large volumes of sand (*ibid* 718).

In addition to the new Community Centre site, deep deposits of sand have been recorded at other sites on high points of St Martin's as well as at more low-lying sites. At the site of Knackyboy Carn (NGR SV 92360 15860) test pits revealed layers of windblown sand over 1m deep. The distribution of the sand deposits suggested that the material was carried up on to the summit by high winds and deposited at the top of the slope as turbulence reduces the wind speed and its carrying capacity (Mulville *et al* 21).

During a recent watching brief on the site of new chalet at Sandy Lane, Middle Town St Martin's layers of sand 1.5m deep with dark bands representing vegetation horizons were recorded. Samples of the sand were taken for OSL analyses and hopefully the awaited results will elucidate the chronology of sand deposition on St Martin's (Sawyer 2011)

## **8 References**

### **8.1 Primary sources**

Ordnance Survey, c 1891. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c 1909. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

### **8.2 Publications**

Banerjee, D, Murray, A S, and Foster, A D L, 2001. Scilly Isles, UK: optical dating of a possible tsunami deposit, *Quaternary Science Review*, **20**, 715-8

Borlase, W, 1756. *Observations on the Ancient and Present State of the Isles of Scilly*, Oxford

Borlase, W, 1758. *The Natural History of Cornwall*, Oxford.

Johns, C, 2012. *St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building and archaeological recording*, Truro (Historic Environment Projects, Cornwall Council)

Markham, P, 2012. *Brief for Archaeological Recording, Land rear of Reading Room, Middle Town, St Martin's, Isles of Scilly*, Cornwall Council

Mulville, J A, Dennis, I, Johns, C, Mills, S, Pannett, A, and Young, T, 2007. Islands in a Common Sea: archaeological fieldwork in the Isles of Scilly 2006 (St Mary's and St Martin's, *Cardiff Studies in Archaeology Specialist Rep No 27*)

Nance, B, 1932. St Martin's, *The Scillonian* **VI, 31** (September 1932), 100-103

Sawyer, K, 2011. *Sandy Lane Chalet, Middle Town, St Martin's, isles of Scilly: archaeological recording*, St Mary's (Katharine Sawyer)

### **8.3 Websites**

[www.stmartinshall.co.uk](http://www.stmartinshall.co.uk) St Martin's Community Centre website

## **9 Project archive**

The HE project number is 146162

The project's photographic and digital 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 and copies of documentary/cartographic source material (file no 146162).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 716).
3. Black and white photographs archived under index number GBP 2264
4. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Martin's Community Centre
5. English Heritage/ADS OASIS online reference: cornwall2-137989

This report text is held in digital form as: ..\HE Projects\Sites\Scilly\Sites Q-T\St Martin's\St Martin's Community Centre

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.

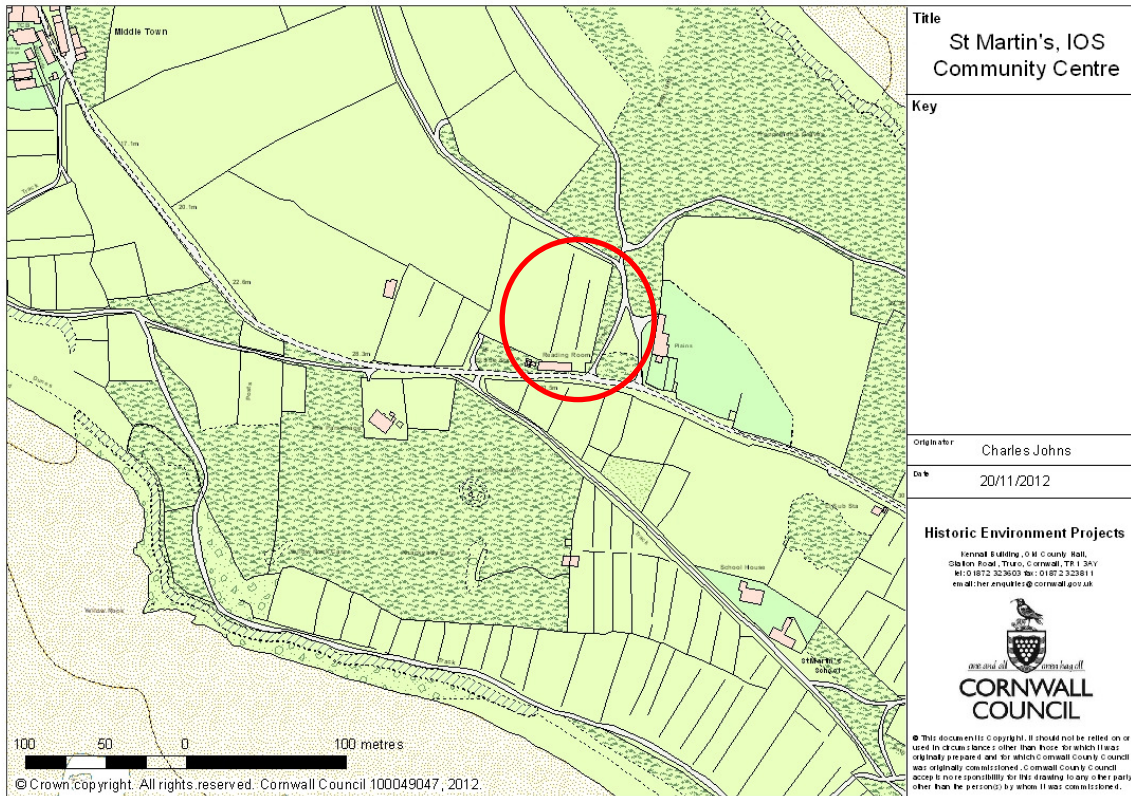


Fig 1 Location map

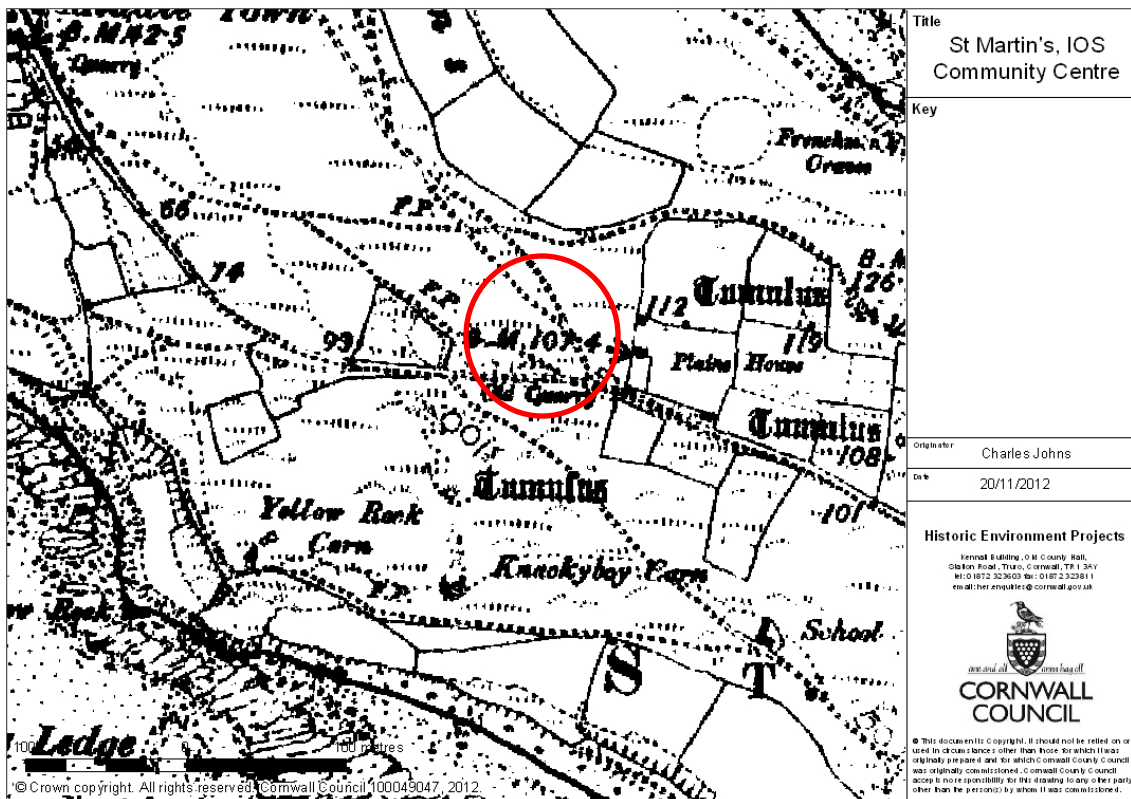


Fig 2 First Edition of the Ordnance Survey 25 Inch Map c 1891

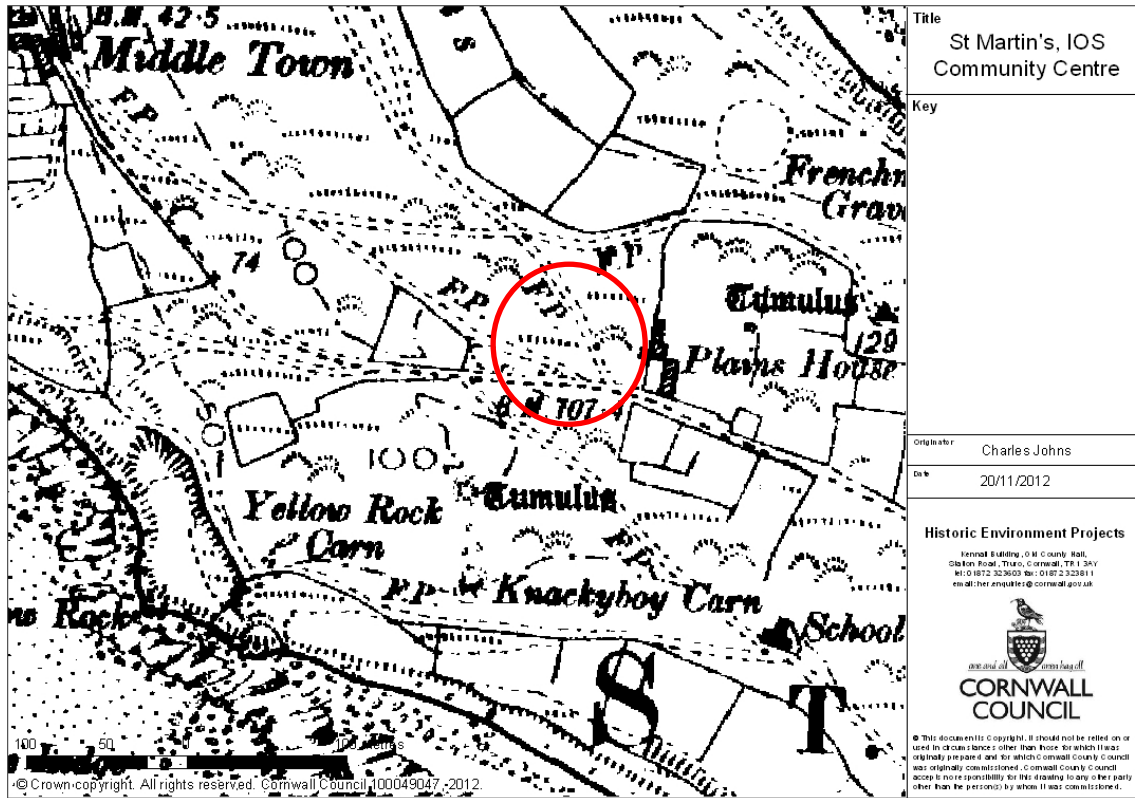


Fig 3 Second Edition of the Ordnance Survey 25 Inch Map, c1909

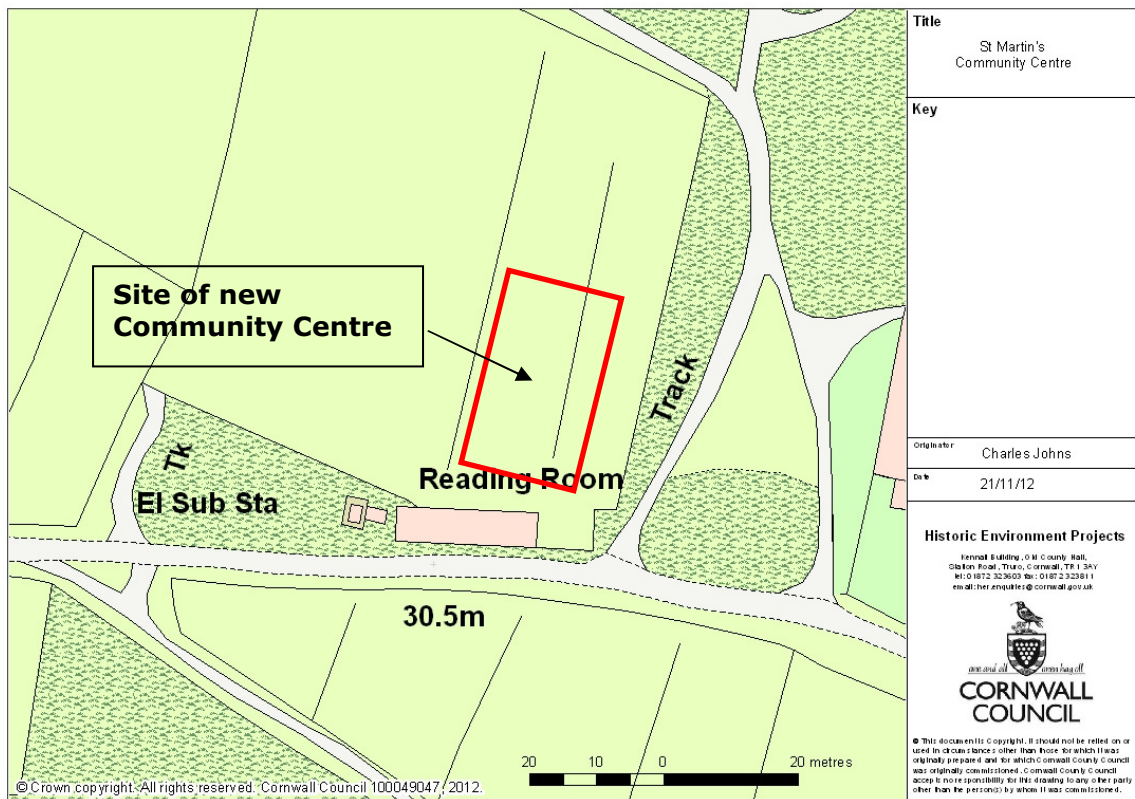


Fig 4 Site plan





*Fig 5 Opening of the Reading Room in 1932 ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk))*



*Fig 6 Opening the extension in 1985 (from display of photos at the Methodist chapel)*



Fig 7 Front (south) elevation 1 October 2012 (photo: Katharine Sawyer)



Fig 8 West elevation 1 October 2012 (photo: Katharine Sawyer)



*Fig 9 East elevation, 1 October 2012 (photo: Katharine Sawyer)*



*Fig 10 Badge above door, 1 October 2012 (photo: Katharine Sawyer)*



Fig 11 Interior, west end, 1 October 2012 (photo: Katharine Sawyer)



Fig 12 Interior, east end, 1 October 2012 (photo: Katharine Sawyer)



Fig 13 The site during soil stripping, 6 November 2012 (photo: Cornwall Council)

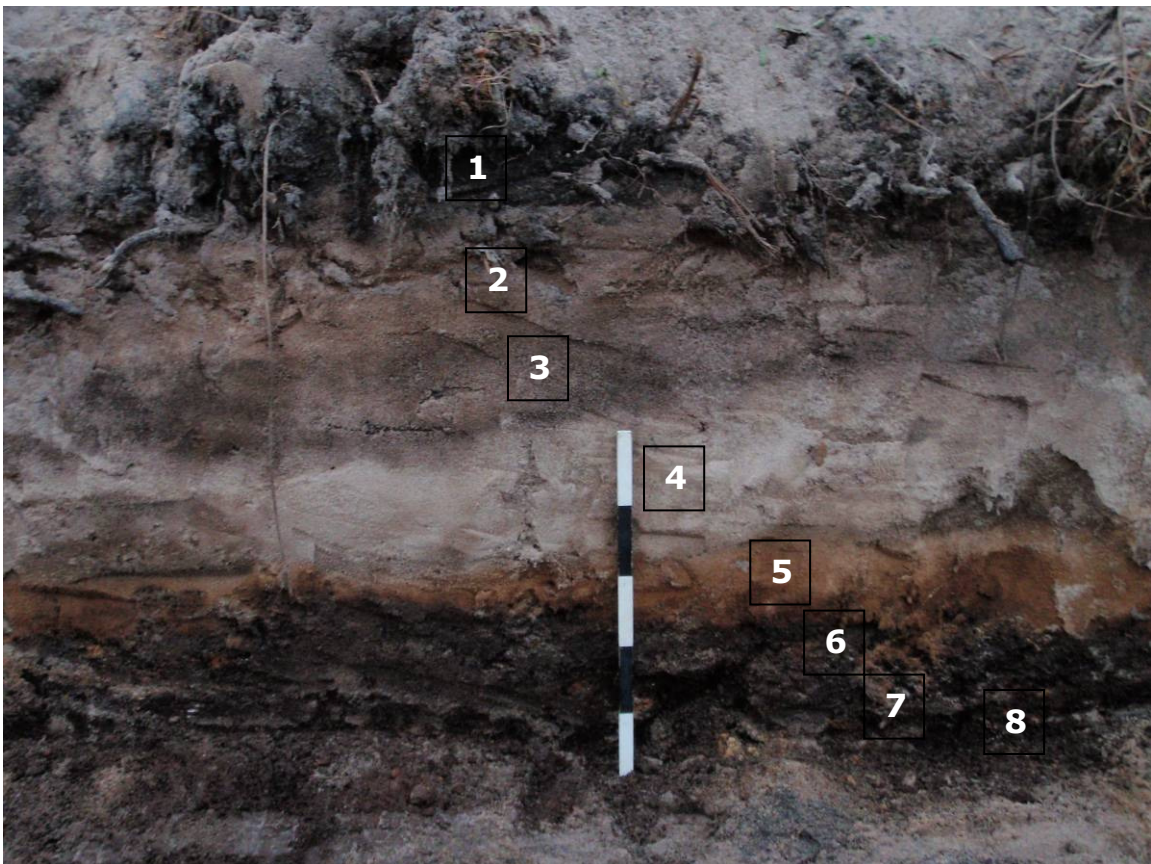


Fig 14 Representative site stratigraphy, 6 November 2012, see Appendix 1 for descriptions (photo: Cornwall Council)

## **Appendix 1 List of Contexts**

<b>Context</b>	<b>Type</b>	<b>Description</b>
(1)	Deposit	Loose dark grey sand and dark brown sand slightly peaty, 0.2-0.4m deep, very frequent roots
(2)	Deposit	Loose pale brown sand 0.12m deep
(3)	Deposit	Loose pale grey sand, 0.16m deep
(4)	Deposit	Loose pale brown/pale grey/white sand with grey sand inclusions and occasional small to medium sized weathered stones
(5)	Deposit	Loose dark yellowish brown sand, becoming lighter towards the top, 0.12m deep
(6)	Deposit	Loose dark brown sand, 0.05m deep
(7)	Deposit	Firm dark brown sandy clay, 0.15m deep, undulating depth varies – buried soil
(8)	Undisturbed natural	Weathered and decayed granite with compacted brown sandy clay in pockets

## Appendix 2: Brief for Archaeological Recording

**Date:** 10<sup>th</sup> April 2012

**Site:** Land rear of Reading Room, Middle Town, St Martins, Isles of Scilly

**Application:** P-10-80

**HBSMR:** CCO4982

**Applicant:** Mr Keith Bradford, St Martins Community Centre Committee, c/o Apple Tree Cottage, St Martins, Isles of Scilly TR25 0QW

**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:** Craig Dryden, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

t. 01720 424350 e. cdryden@scilly.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 condition 11 of planning application P-10-80.

#### **2 Site Location and Description**

- 2.1 The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **3 Planning Background**

- 3.1 Planning application P-10-80 was submitted on the 19<sup>th</sup> of August and was for the erection of a new community centre. This application has been approved subject to 12 conditions. Condition 11 states:
  - 3.2 *No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*
  - 3.3 *Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains an to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*
- 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 Historic Building/Structure Background**

- 4.1 The existing Reading Room is considered an important element of St Martins history and worthy of recording prior to works.

## 5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## 6 Requirement for Work

### 6.1 Building Recording

- 6.1.1 In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder should aim to achieve a level of descriptive record somewhere between 'Levels 2 and 3' as described by the EH document '*Understanding Historic Buildings*' (2006). The record will need to consider:

- Site layout and organisation
- Character
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

### 6.2 Archaeological Recording

- 6.2.1 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.

- 6.2.2 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

## 7 General Methodology

- 7.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 7.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 7.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 7.4 All of the latest Health and Safety guidelines shall be followed on site.



7.5 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.

7.6 Terminology will be consistent with the English Heritage Thesaurus.

## **8 Building Recording Methodology**

8.1 Prior to the commencement of on site works the historic building 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.

8.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.

8.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures. This should include both external and internal coverage with black and white contact prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **9 Archaeological Recording Methodology**

9.1 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).

9.2 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.

9.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## **10 Finds**

10.1 All finds, where appropriate, will be retained from each archaeological context excavated.

10.2 All finds, where appropriate, shall be washed.

10.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

10.4 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.

10.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.

- 10.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 10.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 10.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 10.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **11 Human Remains**

- 11.1 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.
- 11.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 11.3 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.

## **12 Results Building Recording**

- 12.1 The full report including any specialist assessments 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 12.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 12.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 12.4 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 recording. All plans shall be tied to the national grid.
  - Any specialist reports and assessments.
  - A summary of the archive contents and date of deposition.
  - A copy of the brief and the approved WSI will be included as an appendix.
- 12.5 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.

## **13 Results Archaeological Recording**

- 13.1 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 13.2 This report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation.

13.3 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.

13.4 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 the receipt of the report.

**14 Archive Deposition**

14.1 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 Isles of Scilly Museum. Please check the accessioning and deposition requirements for the Isles of Scilly Museum.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

14.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

14.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

14.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

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

14.6 Only on completion of 14.1 to 14.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

**15 Monitoring**

15.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

15.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

15.3 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**

### **St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording**

Client: St Martin's Community Centre Committee

Client contact: Paul Osborne

Client email: [paul@sailscilly.com](mailto:paul@sailscilly.com)

#### **Project background**

Planning application P-10-80 was submitted on 19 August 2011 and was for the erection of a new community centre on St Martin's. This application was approved subject to 12 conditions. Condition 11 states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the St Martin's Community Centre Committee. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012).

#### **Site location and description**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **Historic building/structure background**

The existing Reading Room, built by the island residents in 1933, is considered an important element of St Martins history and worthy of recording prior to works.

#### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land*

*use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **Aims and objectives**

### ***Building recording***

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document '*Understanding Historic Buildings*' (2006b). The record will consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status

Date/period of initial build and subsequent alterations

### ***Archaeological recording***

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, 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 the area from any archaeological remains encountered

### **Working methods**

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

### ***Desk-based assessment***

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

### ***Building recording***

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b). It will comprise a walk-over, photographic survey and the production of building descriptions.

*Fieldwork: photographic recording*

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- examples of structural and architectural detail.

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

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

*Fieldwork: description*

Brief analysis of the building fabric will be undertaken on site (recorded as notes and annotations to existing architect's measured drawings).

**Archaeological recording**

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

*Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- 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. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.

- The excavated spoil will be carefully 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 will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used 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 retained from each archaeological context excavated.
- 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.
- This WSI includes an agreed 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, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling

- Monolith sampling
- Macro & Micro Flora Analysis (including pollen analysis)
- Macro & Micro Fauna Analysis
- Radiocarbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and 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**

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

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **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 of building recording - A concise non-technical summary of the results including building recording descriptions
- Results of archaeological - 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 Brief and WSI, context register
- Illustrations
  - Location map
  - Site location plan
  - A drawing showing those areas examined as part of the archaeological watching
  - 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 is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and 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 Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

### **Timetable**

The study is anticipated to be commenced during July 2012.

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

### **Project team**

#### **HE Projects**

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

The watching brief will be carried by Katharine Sawyer or by suitably qualified staff from HE Projects.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**.

**Katharine Sawyer MA** is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement

of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south-west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent the University of Waikato.

### **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, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### ***Contract***

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### ***Project staff***

The project will be managed by Charlie Johns 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.

### ***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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

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# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**







## **New Community Centre St Martin's, Isles of Scilly**

### **Historic building record and watching brief**

<b>Client</b>	<b>St Martin's Community Centre Committee</b>
<b>Report Number</b>	<b>2012R082</b>
<b>Date</b>	<b>12/12/2012</b>
<b>Status</b>	<b>Final</b>
<b>Report author(s)</b>	<b>Charles Johns and Katharine Sawyer</b>
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## **Acknowledgements**

This study was commissioned by St Martin's Community Centre Committee and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Charles Johns, who also carried out the watching brief. The historic building record was undertaken by Katharine Sawyer.

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

## **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.



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Institute for Archaeologists

## **Cover illustration**

Reading Room, St Martin's, September 2012 (photo: Katharine Sawyer)

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## **Abbreviations**

- EH          English Heritage
- HER        Cornwall and the Isles of Scilly Historic Environment Record
- HE          Historic Environment, Cornwall Council
- NGR        National Grid Reference
- OS          Ordnance Survey

## **1 Summary**

This report describes the results of historic building recording of the Reading Room on St Martin's, Isles of Scilly and an archaeological watching brief during groundworks for the construction of the new Community Centre. The work was commissioned by the St Martin's Reading Room Committee and carried out by Historic Environment Projects, Cornwall Council with local archaeologist Katharine Sawyer to satisfy a planning condition

The historic building survey was carried out on 1 October and the watching brief on 6 and 7 November 2012. The site was covered by layers of sand with a cumulative depth of 0.8m, overlying an undulating layer of buried soil and natural granite bedrock. No features of archaeological significance were uncovered and the site was devoid of finds of any sort.



## 2 Introduction

### 2.1 Project background

Planning application P-10-80 for the erection of a new Community Centre on St Martin's was submitted on 19 August 2011. This application was approved subject to a number of conditions including Condition 11 which states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

In May 2012 Historic Environment Projects, Cornwall Council (HE Projects) were commissioned by the St Martin's Community Centre Committee to undertake historic building and archaeological recording to satisfy the planning condition.

The work was carried out in October and November 2012 according to a Written Scheme of Investigation (WSI) prepared by HE Projects (Johns 2012) (Appendix 3) based on a Brief outlining the minimum requirements for archaeological recording produced by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which set out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012) (Appendix 2).

### 2.2 Aims

#### 2.2.1 Historic building recording

The aim of the historic building recording was to make a photographic and descriptive record of the existing Reading Room, taking into account:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations.

#### 2.2.2 Archaeological recording

The site specific aims were 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 area from any archaeological remains encountered.

## **2.3 Methods**

The work was carried out according to the methodology set out in the WSI.

### **2.3.1 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:

- Scilly HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 8.1)
- Published histories (see Section 8.2)

### **2.3.2 Building survey fieldwork**

A visit to the Reading Room was undertaken by Katharine Sawyer on 1 October 2012, to undertake the equivalent of a Level 2 historic building record (a photographic and descriptive record).

Detailed notes were taken of architectural features in the interior of the Reading Room, as well as information on the exterior elevations.

Photography was a primary recording medium. Archive quality (monochrome film-based) photographs were taken with a 35mm SLR camera fitted with appropriate lenses. Digital photographs were taken for illustrative purposes.

### **2.3.3 Archaeological fieldwork**

A mini-digger provided by the building contractor stripped topsoil and subsoil to formation level for the new building under archaeological supervision. All stratified deposits were given a unique context number (Appendix 1) and recorded on a section drawing. Colour digital photographs were taken of the work in progress.

### **2.3.4 Post-fieldwork**

The monochrome photos were processed by a photographic laboratory and the results output as a conventional contact sheet as well as scanning to CDR. Digital photos were processed using Adobe Photoshop Elements software. A selection of representative photos has been included in this report.

## **3 Location and setting**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum (Figs 1 and 4).

## **4 Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records numerous archaeological sites in the vicinity of the new Community Centre site including the Scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been*



*excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **5 Building description and history (Figs 5-12)**

St Martin's Reading Room was constructed, by the men and boys of St Martin's, in 1932 (Nance 1932). Its purpose was 'to provide social intercourse, rational recreation and the other advantages of a club' ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The opening, on 1 August 1932, was celebrated with a sumptuous tea, whist drive and dance (Fig 5).

The original building measured 15.1m long and 5.3m wide and consisted of a main hall measuring 12.1m by 5.3m and two small rooms of 3m by 2m each, on either side of the entrance passageway at the eastern end of the building. These are shown as a cloakroom and kitchen on the 1985 plan. As well as the door in the east wall, there was one at the western end of the south wall. There were four windows in both the north and south walls, the most easterly of them being in the small rooms at the eastern end, the others in the main hall.

The walls were of shuttered concrete without foundations or a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)) and the building took eleven weeks to construct, skilled assistance being provided by a builder from St Erth, Cornwall (Nance 1932, 101).

In 1985 permission was granted by the Duchy of Cornwall for the building to be extended by 6.1m at the western end to provide a larger kitchen, a chair store, male and female toilets and a cupboard. A new doorway was cut in the western wall to give access to this area and there were windows in the north and south walls of the extension as well as two high up in the new western wall. A fete was held to raise money for the project and this still continues. A small grant was obtained from the Rural Development Commission and the Chairman at that time, Lord Vinson of Roddam-Dene, laid the foundation stone (Fig 6).

The plan of the extension shows that the walls had foundations and a damp proof course and were constructed of concrete blocks, rendered on the outside and with a cavity lined with polystyrene. The roof was of corrugated bitumen. The cupboard between the toilets was not constructed nor was a doorway inserted between the chair store and the lobby giving access to the toilets. The positions of the female and male toilets were reversed. In all other respects the building conforms to the 1985 plans of the proposed extension. The chair store has subsequently been used as the doctor's surgery.

The original reading room had wooden framed sash windows, those on the southern (road) side being replaced by uPVC double-glazed sash windows. The extension had wood framed sash windows on the north and south sides whilst those in the west wall were top-hung horizontal wood framed. The external windowsills are all concrete and both the external doors have concrete slabs outside them. The main entrance, at the eastern end of the building, has a concrete moulded plaque above it, with a shield showing the Prince of Wales's feathers (Fig 10). The plaque and the feathers were painted white and the shield pale blue. A concrete path ran from the road to the main entrance, flanked at the roadside by stone gateposts.

The internal walls were plastered and there was wooden tongue and groove panelling, to a height of 1.1m, on the walls of the original structure. This survived in the entrance passageway, the small room to the north of it and the main hall. The room on the southern side had no panelling but it seems likely that this was removed as there is a

reference to the panelling rotting due to the lack of a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The entrance passageway, the small rooms on either side of it and the extension all have solid floors but the main hall has wooden floorboards.

## **6 Watching brief results**

The development site is located at the rear of the Reading Room and was 29m long (from the back wall of the Reading Room) and 16m wide. It is located in a small field enclosed on three sides by single stone wall with mature soft hedges on the inside. The field was subdivided by a soft hedge of mature euonymus and was presumably used for flower growing, although currently scrubby grass with bracken and brambles. The field boundary is not shown on the c 1891 and 1909 OS maps (Figs 2 and 3) so is of early or mid 20<sup>th</sup> century date and possibly contemporary with the Reading Room.

Groundworks for the formation level of the site were observed; the ground rises gradually to the north so the excavations cut into the slope, the depth at the south end nearest the Reading Room being 0.005m and the depth at the north end 1.005m. The topsoil was loose dark grey and dark brown slightly peaty sand 0.2 deep, deepening to 0.4m below the central hedge (1), overlying layers of loose sand with a cumulative depth of 0.8m deep (layers 2 -5), the sand overlay an undulating buried soil, firm dark brown sandy clay 0.15m deep (6) which in turn overlay the natural bedrock which was weathered and decayed granite (7). The depth of the layer varied across the site, so that in some places the sand was deeper and the buried soil much thinner (Figs 13 and 14). The layers are described in Appendix 1: List of contexts.

The buried soil was assessed as having limited potential for paleoenvironmental sampling and did not contain any readily apparent material that was suitable for radiocarbon dating. The potential for Optically Stimulated Luminescence (OSL) dating was also considered, this technique is excellent in some circumstances but the error is large for some periods so it will not always give precise dates/time periods for accumulation. There is a better chance of useful OSL results for some periods if can be used in conjunction with other forms of dating in a stratigraphic sequence.

No archaeological features were uncovered and there were no finds, not even a single piece of modern china. An interesting feature was the presence of number of random medium to large sized weathered stones in layer (4) (up to 0.35m by 0.2m by 0.16m in size) as well as smaller cobbles. The stones did not have any structure and presumably were brought onto the site during the storm that deposited the sand

## **7 Conclusions/discussion**

Describing his visit to St Martin's in 1752 the antiquarian William Borlase wrote 'This Island seems to have been entirely cultivated in former times, for every where as we went (through the whole length of it) we could trace Hedges so plainly crossing the ridge, and descending to the Sea on either hand of us, that there can be no doubt but that the land was inclosed and divided into fields anciently, though now for the most part incapable of cultivation, because overrun as it is with sand, the soil is quite buried: the present fields are very small, lying towards the South from the decline of the Hill to the edge of the water, but the higher parts are all one Common, the surface being either too stony and shallow to make arable ground, or covered with sand blown in from some Northern Coves below; however, what has suffered so much from the sand in former ages has in length of time contracted soil enough to form a turfy pasture on which the inhabitants keep many sheep, the sheep-run being two miles long, but below this Turf, there is nothing but sand for a great depth' (Borlase 1756, 53).

Borlase also noted that there were historical records describing a number of storm-surges in the Scilly during 1703 and 1744 (Borlase 1758), while OSL dating of marine and aeolian deposits in the vicinity of Big Pool, St Agnes has led to the suggestion that

they were the result of tsunami created by the Lisbon earthquake of 1755 (Banerjee *et al* 2001). Storm surges are thought to be short-wavelength phenomena whereas tsunamis have very long wavelengths, and while storm surges cause beach erosion and deposit coarse clastic detritus, tsunamis are constructive waves and are associated with the deposition of large volumes of sand (*ibid* 718).

In addition to the new Community Centre site, deep deposits of sand have been recorded at other sites on high points of St Martin's as well as at more low-lying sites. At the site of Knackyboy Carn (NGR SV 92360 15860) test pits revealed layers of windblown sand over 1m deep. The distribution of the sand deposits suggested that the material was carried up on to the summit by high winds and deposited at the top of the slope as turbulence reduces the wind speed and its carrying capacity (Mulville *et al* 21).

During a recent watching brief on the site of new chalet at Sandy Lane, Middle Town St Martin's layers of sand 1.5m deep with dark bands representing vegetation horizons were recorded. Samples of the sand were taken for OSL analyses and hopefully the awaited results will elucidate the chronology of sand deposition on St Martin's (Sawyer 2011)

## **8 References**

### **8.1 Primary sources**

Ordnance Survey, c 1891. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c 1909. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

### **8.2 Publications**

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Borlase, W, 1758. *The Natural History of Cornwall*, Oxford.

Johns, C, 2012. *St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building and archaeological recording*, Truro (Historic Environment Projects, Cornwall Council)

Markham, P, 2012. *Brief for Archaeological Recording, Land rear of Reading Room, Middle Town, St Martin's, Isles of Scilly*, Cornwall Council

Mulville, J A, Dennis, I, Johns, C, Mills, S, Pannett, A, and Young, T, 2007. Islands in a Common Sea: archaeological fieldwork in the Isles of Scilly 2006 (St Mary's and St Martin's, *Cardiff Studies in Archaeology Specialist Rep No 27*

Nance, B, 1932. St Martin's, *The Scillonian* **VI, 31** (September 1932), 100-103

Sawyer, K, 2011. *Sandy Lane Chalet, Middle Town, St Martin's, isles of Scilly: archaeological recording*, St Mary's (Katharine Sawyer)

### **8.3 Websites**

[www.stmartinshall.co.uk](http://www.stmartinshall.co.uk) St Martin's Community Centre website

## **9 Project archive**

The HE project number is 146162

The project's photographic and digital 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 and copies of documentary/cartographic source material (file no 146162).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 716).
3. Black and white photographs archived under index number GBP 2264
4. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Martin's Community Centre
5. English Heritage/ADS OASIS online reference: cornwall2-137989

This report text is held in digital form as: ..\HE Projects\Sites\Scilly\Sites Q-T\St Martin's\St Martin's Community Centre

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.

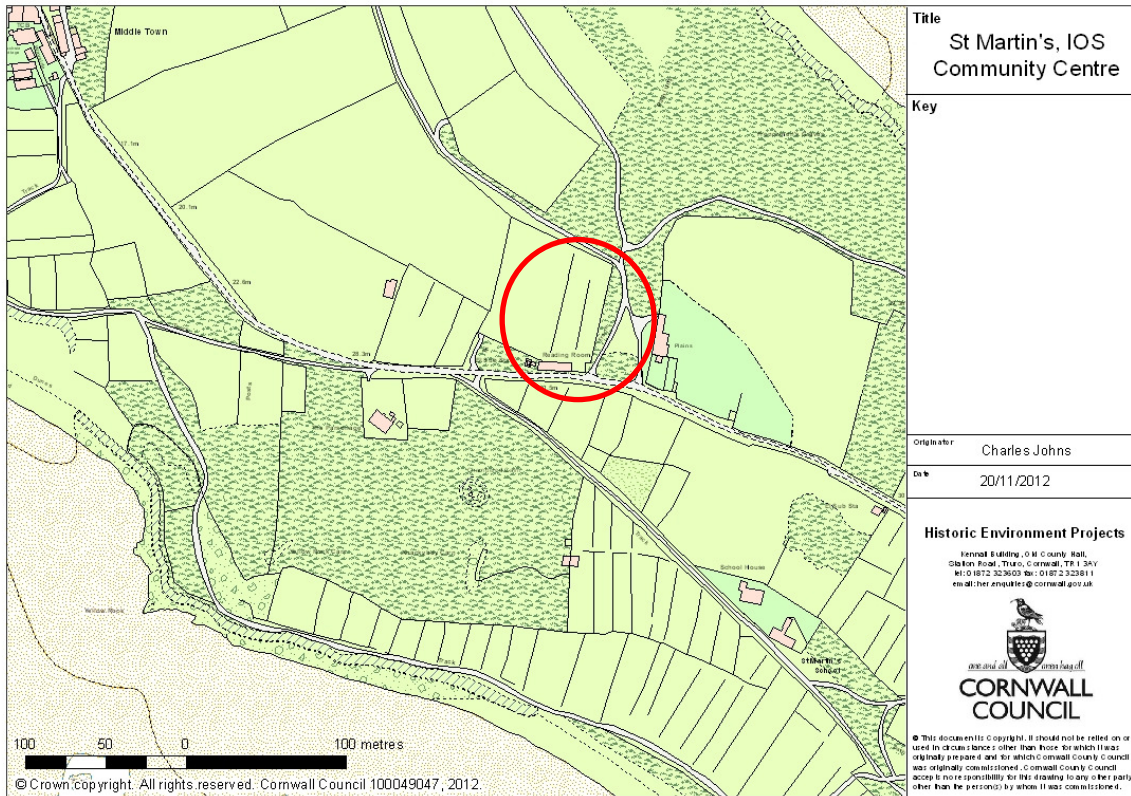


Fig 1 Location map

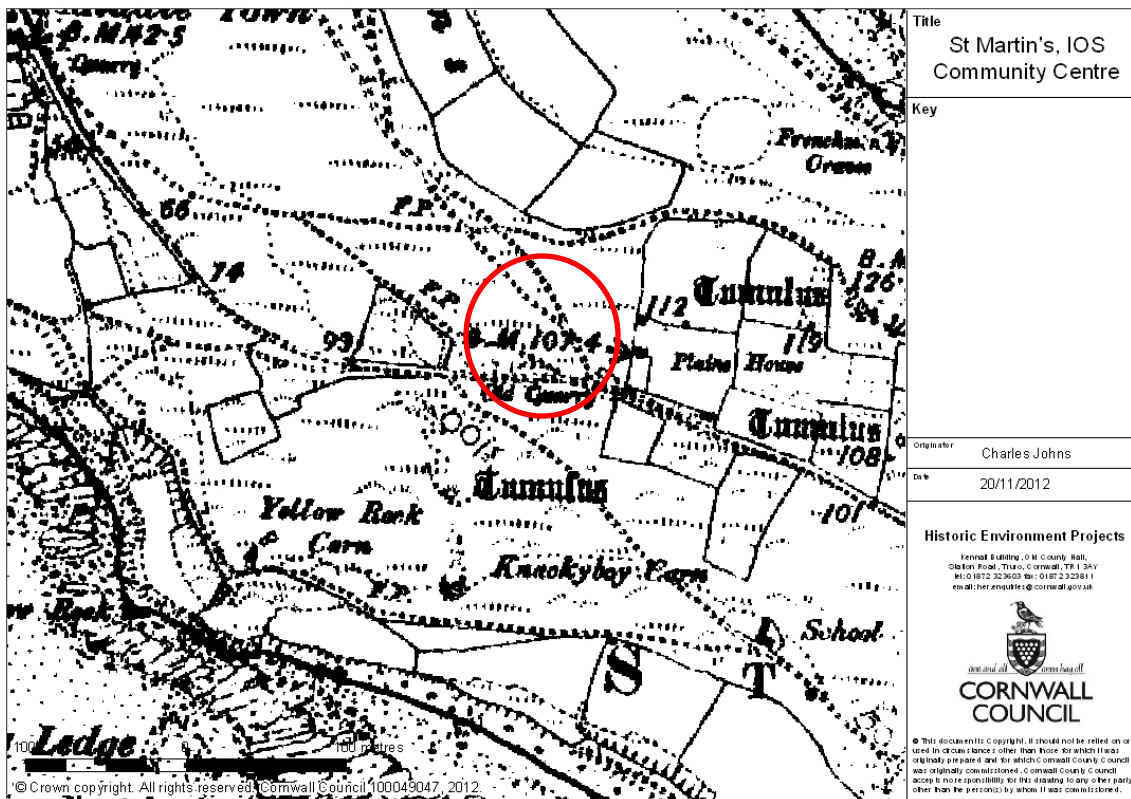


Fig 2 First Edition of the Ordnance Survey 25 Inch Map c 1891

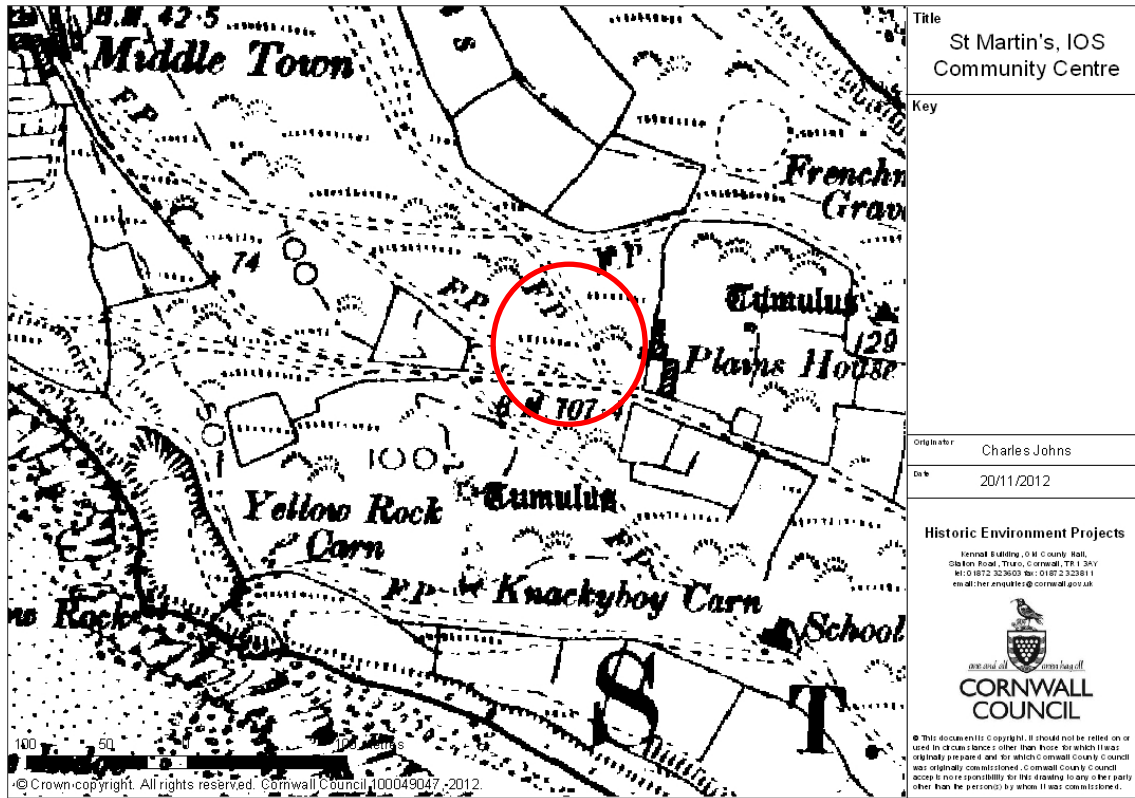


Fig 3 Second Edition of the Ordnance Survey 25 Inch Map, c1909

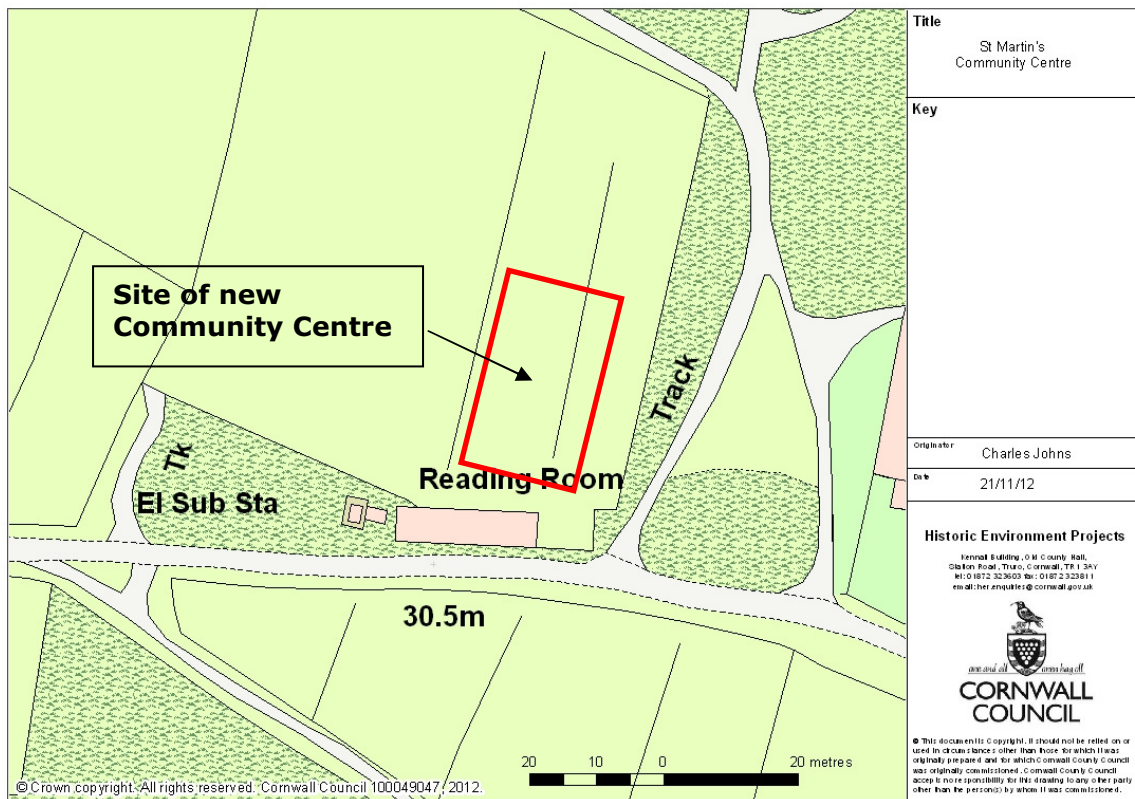


Fig 4 Site plan



*Fig 5 Opening of the Reading Room in 1932 ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk))*



*Fig 6 Opening the extension in 1985 (from display of photos at the Methodist chapel)*



Fig 7 Front (south) elevation 1 October 2012 (photo: Katharine Sawyer)



Fig 8 West elevation 1 October 2012 (photo: Katharine Sawyer)





*Fig 9 East elevation, 1 October 2012 (photo: Katharine Sawyer)*



*Fig 10 Badge above door, 1 October 2012 (photo: Katharine Sawyer)*



Fig 11 Interior, west end, 1 October 2012 (photo: Katharine Sawyer)



Fig 12 Interior, east end, 1 October 2012 (photo: Katharine Sawyer)



Fig 13 The site during soil stripping, 6 November 2012 (photo: Cornwall Council)

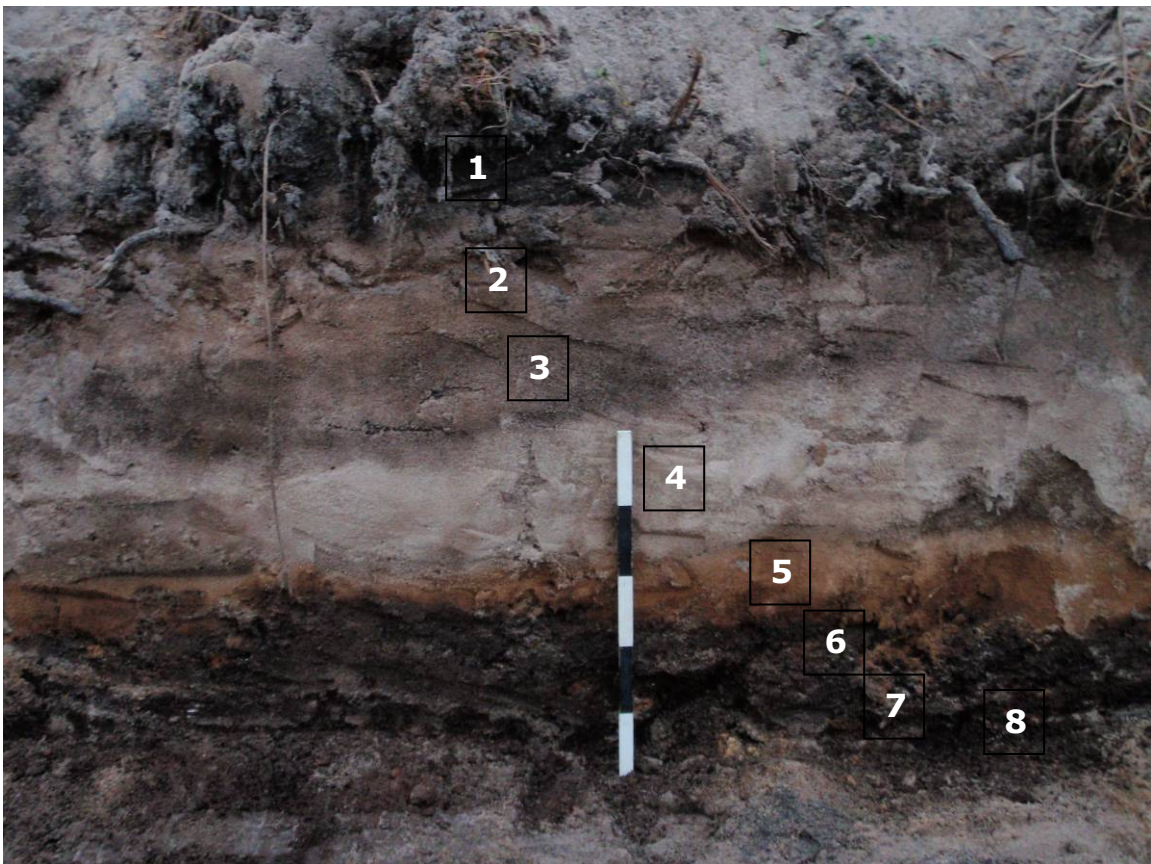


Fig 14 Representative site stratigraphy, 6 November 2012, see Appendix 1 for descriptions (photo: Cornwall Council)

## **Appendix 1 List of Contexts**

<b>Context</b>	<b>Type</b>	<b>Description</b>
(1)	Deposit	Loose dark grey sand and dark brown sand slightly peaty, 0.2-0.4m deep, very frequent roots
(2)	Deposit	Loose pale brown sand 0.12m deep
(3)	Deposit	Loose pale grey sand, 0.16m deep
(4)	Deposit	Loose pale brown/pale grey/white sand with grey sand inclusions and occasional small to medium sized weathered stones
(5)	Deposit	Loose dark yellowish brown sand, becoming lighter towards the top, 0.12m deep
(6)	Deposit	Loose dark brown sand, 0.05m deep
(7)	Deposit	Firm dark brown sandy clay, 0.15m deep, undulating depth varies – buried soil
(8)	Undisturbed natural	Weathered and decayed granite with compacted brown sandy clay in pockets

## Appendix 2: Brief for Archaeological Recording

**Date:** 10<sup>th</sup> April 2012

**Site:** Land rear of Reading Room, Middle Town, St Martins, Isles of Scilly

**Application:** P-10-80

**HBSMR:** CCO4982

**Applicant:** Mr Keith Bradford, St Martins Community Centre Committee, c/o Apple Tree Cottage, St Martins, Isles of Scilly TR25 0QW

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

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**Local Planning Authority Officer:** Craig Dryden, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

t. 01720 424350 e. cdryden@scilly.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 condition 11 of planning application P-10-80.

#### **2 Site Location and Description**

- 2.1 The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **3 Planning Background**

- 3.1 Planning application P-10-80 was submitted on the 19<sup>th</sup> of August and was for the erection of a new community centre. This application has been approved subject to 12 conditions. Condition 11 states:
  - 3.2 *No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*
  - 3.3 *Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains an to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*
- 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 Historic Building/Structure Background**

- 4.1 The existing Reading Room is considered an important element of St Martins history and worthy of recording prior to works.

## 5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## 6 Requirement for Work

### 6.1 Building Recording

- 6.1.1 In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder should aim to achieve a level of descriptive record somewhere between 'Levels 2 and 3' as described by the EH document 'Understanding Historic Buildings' (2006). The record will need to consider:

- Site layout and organisation
- Character
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

### 6.2 Archaeological Recording

- 6.2.1 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.

- 6.2.2 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

## 7 General Methodology

- 7.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 7.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 7.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 7.4 All of the latest Health and Safety guidelines shall be followed on site.

7.5 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.

7.6 Terminology will be consistent with the English Heritage Thesaurus.

## **8 Building Recording Methodology**

8.1 Prior to the commencement of on site works the historic building 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.

8.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.

8.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures. This should include both external and internal coverage with black and white contact prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **9 Archaeological Recording Methodology**

9.1 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).

9.2 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.

9.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## **10 Finds**

10.1 All finds, where appropriate, will be retained from each archaeological context excavated.

10.2 All finds, where appropriate, shall be washed.

10.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

10.4 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.

10.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.

- 10.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 10.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 10.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 10.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **11 Human Remains**

- 11.1 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.
- 11.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 11.3 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.

## **12 Results Building Recording**

- 12.1 The full report including any specialist assessments 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 12.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 12.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 12.4 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 recording. All plans shall be tied to the national grid.
  - Any specialist reports and assessments.
  - A summary of the archive contents and date of deposition.
  - A copy of the brief and the approved WSI will be included as an appendix.
- 12.5 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.

## **13 Results Archaeological Recording**

- 13.1 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 13.2 This report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation.



13.3 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.

13.4 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 the receipt of the report.

**14 Archive Deposition**

14.1 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 Isles of Scilly Museum. Please check the accessioning and deposition requirements for the Isles of Scilly Museum.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

14.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

14.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

14.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

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

14.6 Only on completion of 14.1 to 14.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

**15 Monitoring**

15.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

15.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

15.3 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**

### **St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording**

Client: St Martin's Community Centre Committee

Client contact: Paul Osborne

Client email: [paul@sailscilly.com](mailto:paul@sailscilly.com)

#### **Project background**

Planning application P-10-80 was submitted on 19 August 2011 and was for the erection of a new community centre on St Martin's. This application was approved subject to 12 conditions. Condition 11 states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the St Martin's Community Centre Committee. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012).

#### **Site location and description**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **Historic building/structure background**

The existing Reading Room, built by the island residents in 1933, is considered an important element of St Martins history and worthy of recording prior to works.

#### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land*

*use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **Aims and objectives**

### ***Building recording***

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document '*Understanding Historic Buildings*' (2006b). The record will consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status

Date/period of initial build and subsequent alterations

### ***Archaeological recording***

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, 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 the area from any archaeological remains encountered

## **Working methods**

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

### ***Desk-based assessment***

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

### ***Building recording***

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b). It will comprise a walk-over, photographic survey and the production of building descriptions.

### *Fieldwork: photographic recording*

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- examples of structural and architectural detail.

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

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

### *Fieldwork: description*

Brief analysis of the building fabric will be undertaken on site (recorded as notes and annotations to existing architect's measured drawings).

### **Archaeological recording**

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

### *Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- 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. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.

- The excavated spoil will be carefully 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 will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used 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 retained from each archaeological context excavated.
- 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.
- This WSI includes an agreed 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, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling

- Monolith sampling
- Macro & Micro Flora Analysis (including pollen analysis)
- Macro & Micro Fauna Analysis
- Radiocarbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and 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**

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

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **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 of building recording - A concise non-technical summary of the results including building recording descriptions
- Results of archaeological - 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 Brief and WSI, context register
- Illustrations
  - Location map
  - Site location plan
  - A drawing showing those areas examined as part of the archaeological watching
  - 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 is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and 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 Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

### **Timetable**

The study is anticipated to be commenced during July 2012.

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

### **Project team**

#### **HE Projects**

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

The watching brief will be carried by Katharine Sawyer or by suitably qualified staff from HE Projects.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**.

**Katharine Sawyer MA** is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement



of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south-west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent the University of Waikato.

### **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, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### ***Contract***

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### ***Project staff***

The project will be managed by Charlie Johns 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.

### ***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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

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# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**





## **New Community Centre St Martin's, Isles of Scilly**

### **Historic building record and watching brief**

<b>Client</b>	<b>St Martin's Community Centre Committee</b>
<b>Report Number</b>	<b>2012R082</b>
<b>Date</b>	<b>12/12/2012</b>
<b>Status</b>	<b>Final</b>
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## **Acknowledgements**

This study was commissioned by St Martin's Community Centre Committee and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Charles Johns, who also carried out the watching brief. The historic building record was undertaken by Katharine Sawyer.

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

## **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.



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Institute for Archaeologists

## **Cover illustration**

Reading Room, St Martin's, September 2012 (photo: Katharine Sawyer)

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## **Abbreviations**

- |     |  |
|-----|--|
| EH  | English Heritage   |
| HER | Cornwall and the Isles of Scilly Historic Environment Record |
| HE  | Historic Environment, Cornwall Council                       |
| NGR | National Grid Reference                                      |
| OS  | Ordnance Survey  |

## **1 Summary**

This report describes the results of historic building recording of the Reading Room on St Martin's, Isles of Scilly and an archaeological watching brief during groundworks for the construction of the new Community Centre. The work was commissioned by the St Martin's Reading Room Committee and carried out by Historic Environment Projects, Cornwall Council with local archaeologist Katharine Sawyer to satisfy a planning condition

The historic building survey was carried out on 1 October and the watching brief on 6 and 7 November 2012. The site was covered by layers of sand with a cumulative depth of 0.8m, overlying an undulating layer of buried soil and natural granite bedrock. No features of archaeological significance were uncovered and the site was devoid of finds of any sort.



## 2 Introduction

### 2.1 Project background

Planning application P-10-80 for the erection of a new Community Centre on St Martin's was submitted on 19 August 2011. This application was approved subject to a number of conditions including Condition 11 which states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

In May 2012 Historic Environment Projects, Cornwall Council (HE Projects) were commissioned by the St Martin's Community Centre Committee to undertake historic building and archaeological recording to satisfy the planning condition.

The work was carried out in October and November 2012 according to a Written Scheme of Investigation (WSI) prepared by HE Projects (Johns 2012) (Appendix 3) based on a Brief outlining the minimum requirements for archaeological recording produced by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which set out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012) (Appendix 2).

### 2.2 Aims

#### 2.2.1 Historic building recording

The aim of the historic building recording was to make a photographic and descriptive record of the existing Reading Room, taking into account:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations.

#### 2.2.2 Archaeological recording

The site specific aims were 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 area from any archaeological remains encountered.

## **2.3 Methods**

The work was carried out according to the methodology set out in the WSI.

### **2.3.1 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:

- Scilly HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 8.1)
- Published histories (see Section 8.2)

### **2.3.2 Building survey fieldwork**

A visit to the Reading Room was undertaken by Katharine Sawyer on 1 October 2012, to undertake the equivalent of a Level 2 historic building record (a photographic and descriptive record).

Detailed notes were taken of architectural features in the interior of the Reading Room, as well as information on the exterior elevations.

Photography was a primary recording medium. Archive quality (monochrome film-based) photographs were taken with a 35mm SLR camera fitted with appropriate lenses. Digital photographs were taken for illustrative purposes.

### **2.3.3 Archaeological fieldwork**

A mini-digger provided by the building contractor stripped topsoil and subsoil to formation level for the new building under archaeological supervision. All stratified deposits were given a unique context number (Appendix 1) and recorded on a section drawing. Colour digital photographs were taken of the work in progress.

### **2.3.4 Post-fieldwork**

The monochrome photos were processed by a photographic laboratory and the results output as a conventional contact sheet as well as scanning to CDR. Digital photos were processed using Adobe Photoshop Elements software. A selection of representative photos has been included in this report.

## **3 Location and setting**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum (Figs 1 and 4).

## **4 Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records numerous archaeological sites in the vicinity of the new Community Centre site including the Scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been*

*excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **5 Building description and history (Figs 5-12)**

St Martin's Reading Room was constructed, by the men and boys of St Martin's, in 1932 (Nance 1932). Its purpose was 'to provide social intercourse, rational recreation and the other advantages of a club' ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The opening, on 1 August 1932, was celebrated with a sumptuous tea, whist drive and dance (Fig 5).

The original building measured 15.1m long and 5.3m wide and consisted of a main hall measuring 12.1m by 5.3m and two small rooms of 3m by 2m each, on either side of the entrance passageway at the eastern end of the building. These are shown as a cloakroom and kitchen on the 1985 plan. As well as the door in the east wall, there was one at the western end of the south wall. There were four windows in both the north and south walls, the most easterly of them being in the small rooms at the eastern end, the others in the main hall.

The walls were of shuttered concrete without foundations or a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)) and the building took eleven weeks to construct, skilled assistance being provided by a builder from St Erth, Cornwall (Nance 1932, 101).

In 1985 permission was granted by the Duchy of Cornwall for the building to be extended by 6.1m at the western end to provide a larger kitchen, a chair store, male and female toilets and a cupboard. A new doorway was cut in the western wall to give access to this area and there were windows in the north and south walls of the extension as well as two high up in the new western wall. A fete was held to raise money for the project and this still continues. A small grant was obtained from the Rural Development Commission and the Chairman at that time, Lord Vinson of Roddam-Dene, laid the foundation stone (Fig 6).

The plan of the extension shows that the walls had foundations and a damp proof course and were constructed of concrete blocks, rendered on the outside and with a cavity lined with polystyrene. The roof was of corrugated bitumen. The cupboard between the toilets was not constructed nor was a doorway inserted between the chair store and the lobby giving access to the toilets. The positions of the female and male toilets were reversed. In all other respects the building conforms to the 1985 plans of the proposed extension. The chair store has subsequently been used as the doctor's surgery.

The original reading room had wooden framed sash windows, those on the southern (road) side being replaced by uPVC double-glazed sash windows. The extension had wood framed sash windows on the north and south sides whilst those in the west wall were top-hung horizontal wood framed. The external windowsills are all concrete and both the external doors have concrete slabs outside them. The main entrance, at the eastern end of the building, has a concrete moulded plaque above it, with a shield showing the Prince of Wales's feathers (Fig 10). The plaque and the feathers were painted white and the shield pale blue. A concrete path ran from the road to the main entrance, flanked at the roadside by stone gateposts.

The internal walls were plastered and there was wooden tongue and groove panelling, to a height of 1.1m, on the walls of the original structure. This survived in the entrance passageway, the small room to the north of it and the main hall. The room on the southern side had no panelling but it seems likely that this was removed as there is a

reference to the panelling rotting due to the lack of a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The entrance passageway, the small rooms on either side of it and the extension all have solid floors but the main hall has wooden floorboards.

## **6 Watching brief results**

The development site is located at the rear of the Reading Room and was 29m long (from the back wall of the Reading Room) and 16m wide. It is located in a small field enclosed on three sides by single stone wall with mature soft hedges on the inside. The field was subdivided by a soft hedge of mature euonymus and was presumably used for flower growing, although currently scrubby grass with bracken and brambles. The field boundary is not shown on the c 1891 and 1909 OS maps (Figs 2 and 3) so is of early or mid 20<sup>th</sup> century date and possibly contemporary with the Reading Room.

Groundworks for the formation level of the site were observed; the ground rises gradually to the north so the excavations cut into the slope, the depth at the south end nearest the Reading Room being 0.005m and the depth at the north end 1.005m. The topsoil was loose dark grey and dark brown slightly peaty sand 0.2 deep, deepening to 0.4m below the central hedge (1), overlying layers of loose sand with a cumulative depth of 0.8m deep (layers 2 -5), the sand overlay an undulating buried soil, firm dark brown sandy clay 0.15m deep (6) which in turn overlay the natural bedrock which was weathered and decayed granite (7). The depth of the layer varied across the site, so that in some places the sand was deeper and the buried soil much thinner (Figs 13 and 14). The layers are described in Appendix 1: List of contexts.

The buried soil was assessed as having limited potential for paleoenvironmental sampling and did not contain any readily apparent material that was suitable for radiocarbon dating. The potential for Optically Stimulated Luminescence (OSL) dating was also considered, this technique is excellent in some circumstances but the error is large for some periods so it will not always give precise dates/time periods for accumulation. There is a better chance of useful OSL results for some periods if can be used in conjunction with other forms of dating in a stratigraphic sequence.

No archaeological features were uncovered and there were no finds, not even a single piece of modern china. An interesting feature was the presence of number of random medium to large sized weathered stones in layer (4) (up to 0.35m by 0.2m by 0.16m in size) as well as smaller cobbles. The stones did not have any structure and presumably were brought onto the site during the storm that deposited the sand

## **7 Conclusions/discussion**

Describing his visit to St Martin's in 1752 the antiquarian William Borlase wrote 'This Island seems to have been entirely cultivated in former times, for every where as we went (through the whole length of it) we could trace Hedges so plainly crossing the ridge, and descending to the Sea on either hand of us, that there can be no doubt but that the land was inclosed and divided into fields anciently, though now for the most part incapable of cultivation, because overrun as it is with sand, the soil is quite buried: the present fields are very small, lying towards the South from the decline of the Hill to the edge of the water, but the higher parts are all one Common, the surface being either too stony and shallow to make arable ground, or covered with sand blown in from some Northern Coves below; however, what has suffered so much from the sand in former ages has in length of time contracted soil enough to form a turfy pasture on which the inhabitants keep many sheep, the sheep-run being two miles long, but below this Turf, there is nothing but sand for a great depth' (Borlase 1756, 53).

Borlase also noted that there were historical records describing a number of storm-surges in the Scilly during 1703 and 1744 (Borlase 1758), while OSL dating of marine and aeolian deposits in the vicinity of Big Pool, St Agnes has led to the suggestion that



they were the result of tsunami created by the Lisbon earthquake of 1755 (Banerjee *et al* 2001). Storm surges are thought to be short-wavelength phenomena whereas tsunamis have very long wavelengths, and while storm surges cause beach erosion and deposit coarse clastic detritus, tsunamis are constructive waves and are associated with the deposition of large volumes of sand (*ibid* 718).

In addition to the new Community Centre site, deep deposits of sand have been recorded at other sites on high points of St Martin's as well as at more low-lying sites. At the site of Knackyboy Carn (NGR SV 92360 15860) test pits revealed layers of windblown sand over 1m deep. The distribution of the sand deposits suggested that the material was carried up on to the summit by high winds and deposited at the top of the slope as turbulence reduces the wind speed and its carrying capacity (Mulville *et al* 21).

During a recent watching brief on the site of new chalet at Sandy Lane, Middle Town St Martin's layers of sand 1.5m deep with dark bands representing vegetation horizons were recorded. Samples of the sand were taken for OSL analyses and hopefully the awaited results will elucidate the chronology of sand deposition on St Martin's (Sawyer 2011)

## **8 References**

### **8.1 Primary sources**

Ordnance Survey, c 1891. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c 1909. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

### **8.2 Publications**

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Mulville, J A, Dennis, I, Johns, C, Mills, S, Pannett, A, and Young, T, 2007. Islands in a Common Sea: archaeological fieldwork in the Isles of Scilly 2006 (St Mary's and St Martin's, *Cardiff Studies in Archaeology Specialist Rep No 27*)

Nance, B, 1932. St Martin's, *The Scillonian* **VI, 31** (September 1932), 100-103

Sawyer, K, 2011. *Sandy Lane Chalet, Middle Town, St Martin's, isles of Scilly: archaeological recording*, St Mary's (Katharine Sawyer)

### **8.3 Websites**

[www.stmartinshall.co.uk](http://www.stmartinshall.co.uk) St Martin's Community Centre website

## **9 Project archive**

The HE project number is 146162

The project's photographic and digital 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 and copies of documentary/cartographic source material (file no 146162).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 716).
3. Black and white photographs archived under index number GBP 2264
4. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Martin's Community Centre
5. English Heritage/ADS OASIS online reference: cornwall2-137989

This report text is held in digital form as: ..\HE Projects\Sites\Scilly\Sites Q-T\St Martin's\St Martin's Community Centre

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.

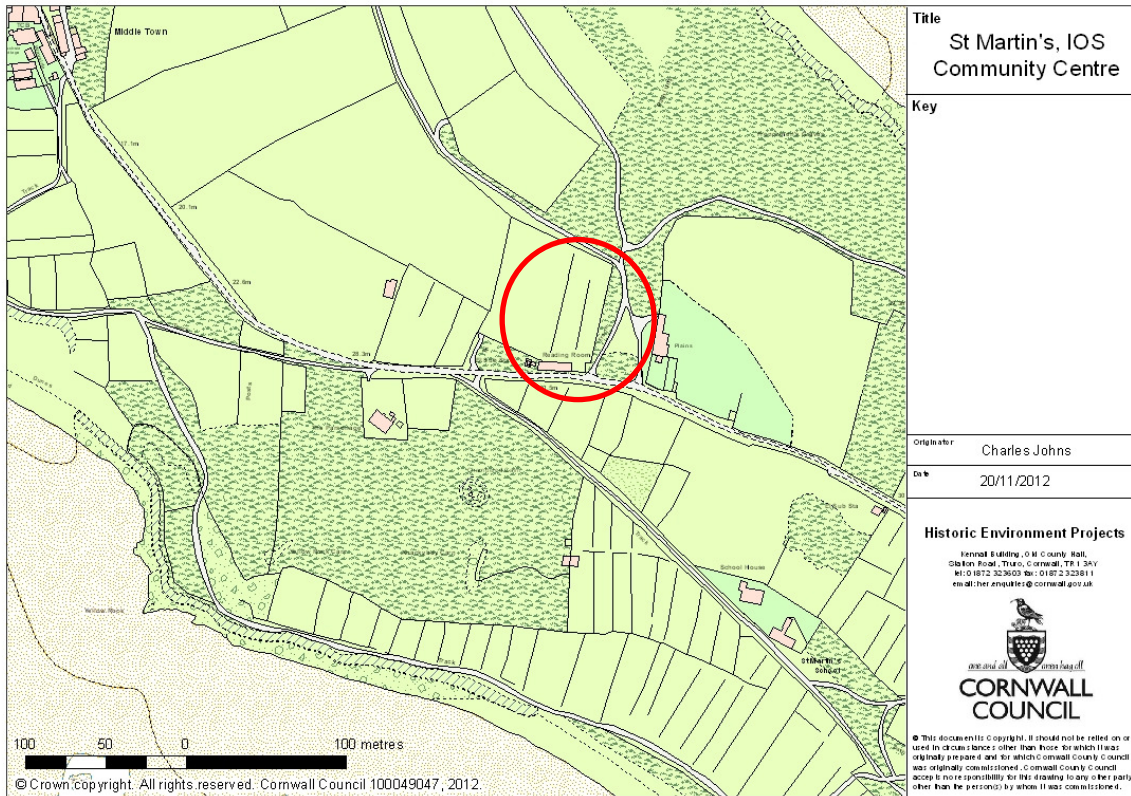


Fig 1 Location map

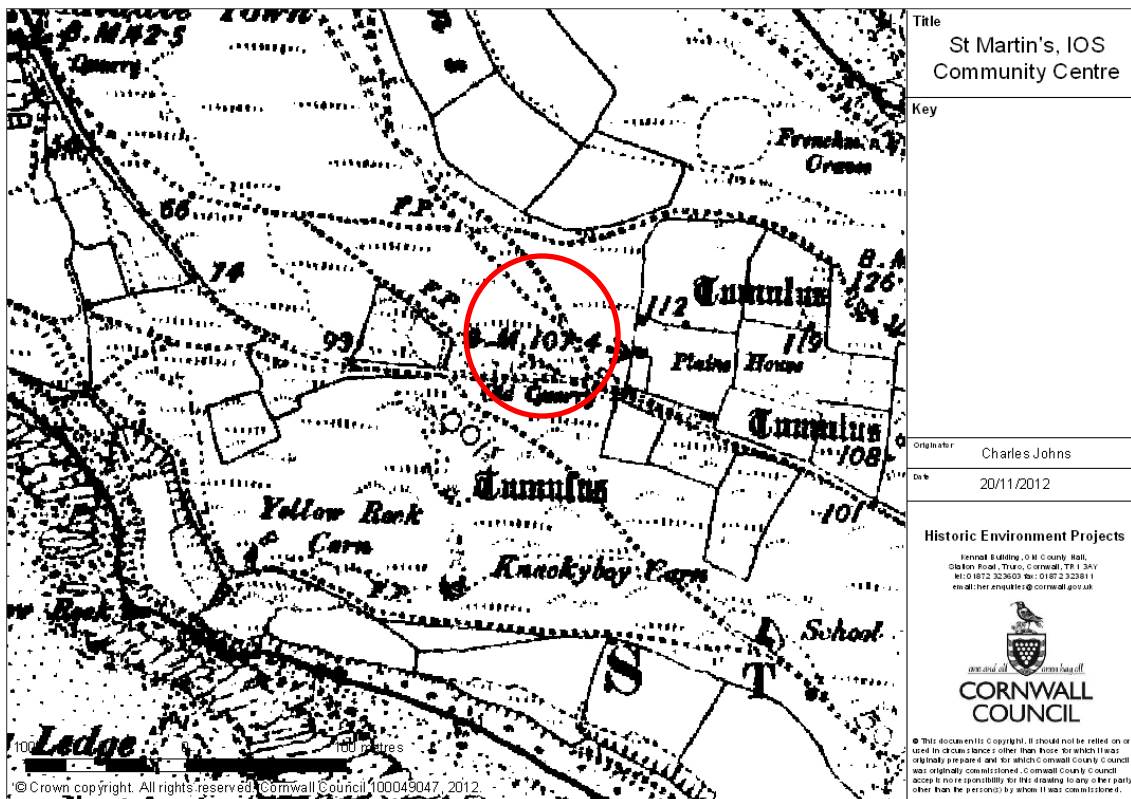


Fig 2 First Edition of the Ordnance Survey 25 Inch Map c 1891

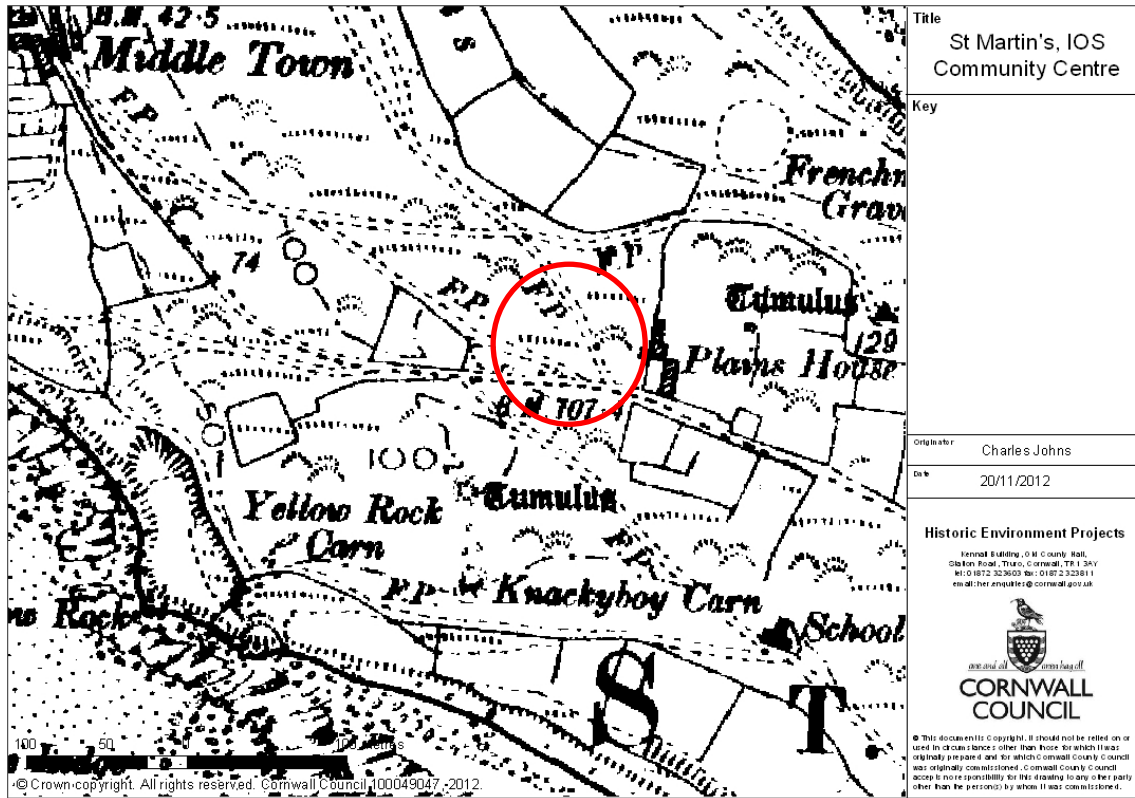


Fig 3 Second Edition of the Ordnance Survey 25 Inch Map, c1909

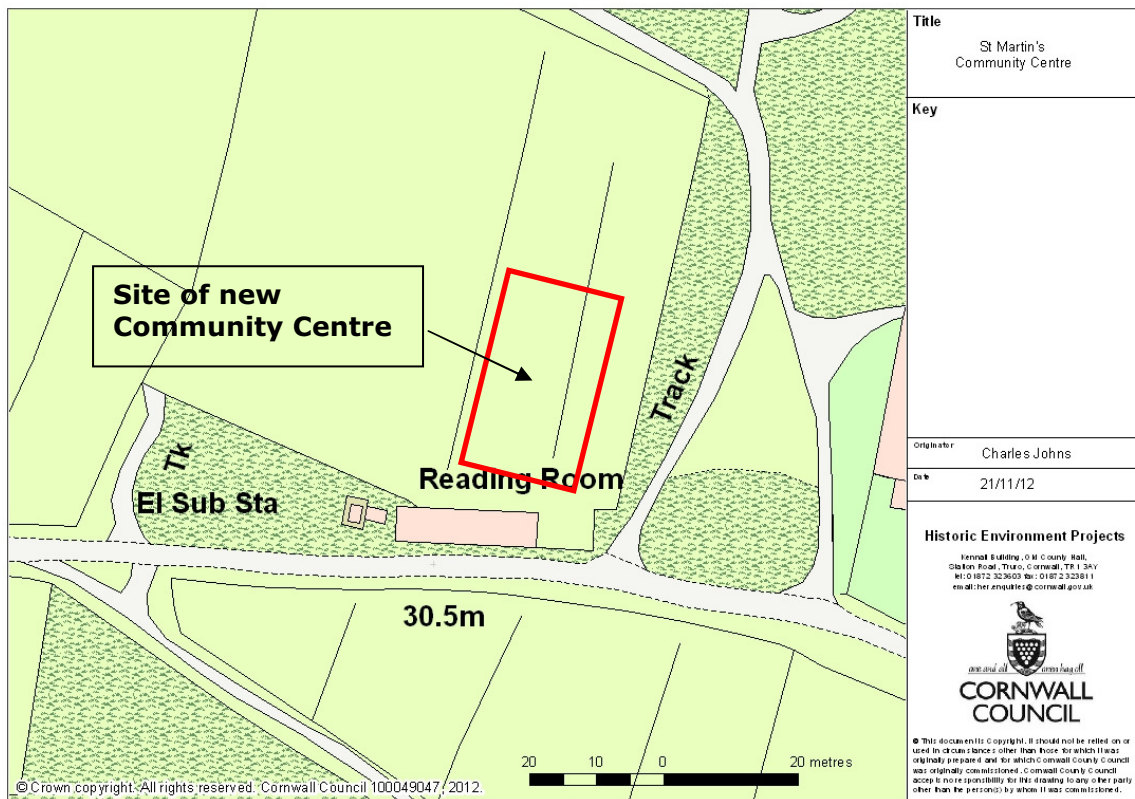


Fig 4 Site plan



*Fig 5 Opening of the Reading Room in 1932 ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk))*



*Fig 6 Opening the extension in 1985 (from display of photos at the Methodist chapel)*



Fig 7 Front (south) elevation 1 October 2012 (photo: Katharine Sawyer)



Fig 8 West elevation 1 October 2012 (photo: Katharine Sawyer)



*Fig 9 East elevation, 1 October 2012 (photo: Katharine Sawyer)*



*Fig 10 Badge above door, 1 October 2012 (photo: Katharine Sawyer)*



Fig 11 Interior, west end, 1 October 2012 (photo: Katharine Sawyer)



Fig 12 Interior, east end, 1 October 2012 (photo: Katharine Sawyer)





Fig 13 The site during soil stripping, 6 November 2012 (photo: Cornwall Council)

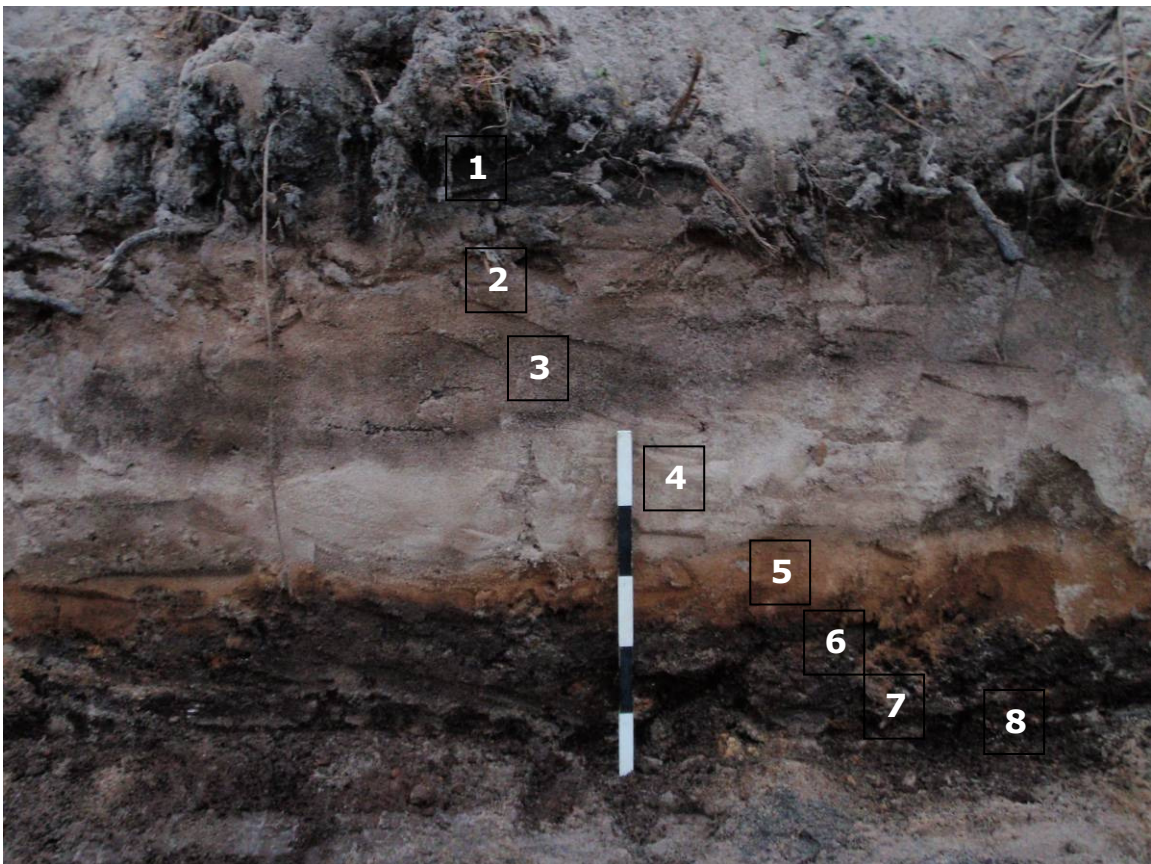


Fig 14 Representative site stratigraphy, 6 November 2012, see Appendix 1 for descriptions (photo: Cornwall Council)

## **Appendix 1 List of Contexts**

<b>Context</b>	<b>Type</b>	<b>Description</b>
(1)	Deposit	Loose dark grey sand and dark brown sand slightly peaty, 0.2-0.4m deep, very frequent roots
(2)	Deposit	Loose pale brown sand 0.12m deep
(3)	Deposit	Loose pale grey sand, 0.16m deep
(4)	Deposit	Loose pale brown/pale grey/white sand with grey sand inclusions and occasional small to medium sized weathered stones
(5)	Deposit	Loose dark yellowish brown sand, becoming lighter towards the top, 0.12m deep
(6)	Deposit	Loose dark brown sand, 0.05m deep
(7)	Deposit	Firm dark brown sandy clay, 0.15m deep, undulating depth varies – buried soil
(8)	Undisturbed natural	Weathered and decayed granite with compacted brown sandy clay in pockets

## Appendix 2: Brief for Archaeological Recording

**Date:** 10<sup>th</sup> April 2012

**Site:** Land rear of Reading Room, Middle Town, St Martins, Isles of Scilly

**Application:** P-10-80

**HBSMR:** CCO4982

**Applicant:** Mr Keith Bradford, St Martins Community Centre Committee, c/o Apple Tree Cottage, St Martins, Isles of Scilly TR25 0QW

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

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**Local Planning Authority Officer:** Craig Dryden, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

t. 01720 424350 e. cdryden@scilly.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 condition 11 of planning application P-10-80.

#### **2 Site Location and Description**

- 2.1 The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **3 Planning Background**

- 3.1 Planning application P-10-80 was submitted on the 19<sup>th</sup> of August and was for the erection of a new community centre. This application has been approved subject to 12 conditions. Condition 11 states:
  - 3.2 *No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*
  - 3.3 *Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains an to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*
- 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 Historic Building/Structure Background**

- 4.1 The existing Reading Room is considered an important element of St Martins history and worthy of recording prior to works.

## 5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## 6 Requirement for Work

### 6.1 Building Recording

- 6.1.1 In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder should aim to achieve a level of descriptive record somewhere between 'Levels 2 and 3' as described by the EH document 'Understanding Historic Buildings' (2006). The record will need to consider:

- Site layout and organisation
- Character
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

### 6.2 Archaeological Recording

- 6.2.1 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.

- 6.2.2 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

## 7 General Methodology

- 7.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 7.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 7.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 7.4 All of the latest Health and Safety guidelines shall be followed on site.

7.5 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.

7.6 Terminology will be consistent with the English Heritage Thesaurus.

## **8 Building Recording Methodology**

8.1 Prior to the commencement of on site works the historic building 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.

8.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.

8.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures. This should include both external and internal coverage with black and white contact prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **9 Archaeological Recording Methodology**

9.1 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).

9.2 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.

9.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## **10 Finds**

10.1 All finds, where appropriate, will be retained from each archaeological context excavated.

10.2 All finds, where appropriate, shall be washed.

10.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

10.4 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.

10.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.

- 10.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 10.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 10.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 10.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **11 Human Remains**

- 11.1 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.
- 11.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 11.3 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.

## **12 Results Building Recording**

- 12.1 The full report including any specialist assessments 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 12.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 12.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 12.4 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 recording. All plans shall be tied to the national grid.
  - Any specialist reports and assessments.
  - A summary of the archive contents and date of deposition.
  - A copy of the brief and the approved WSI will be included as an appendix.
- 12.5 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.

## **13 Results Archaeological Recording**

- 13.1 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 13.2 This report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation.

13.3 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.

13.4 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 the receipt of the report.

**14 Archive Deposition**

14.1 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 Isles of Scilly Museum. Please check the accessioning and deposition requirements for the Isles of Scilly Museum.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

14.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

14.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

14.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

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

14.6 Only on completion of 14.1 to 14.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

**15 Monitoring**

15.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

15.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

15.3 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**

### **St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording**

Client: St Martin's Community Centre Committee

Client contact: Paul Osborne

Client email: [paul@sailscilly.com](mailto:paul@sailscilly.com)

#### **Project background**

Planning application P-10-80 was submitted on 19 August 2011 and was for the erection of a new community centre on St Martin's. This application was approved subject to 12 conditions. Condition 11 states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the St Martin's Community Centre Committee. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012).

#### **Site location and description**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **Historic building/structure background**

The existing Reading Room, built by the island residents in 1933, is considered an important element of St Martins history and worthy of recording prior to works.

#### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land*



*use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **Aims and objectives**

### ***Building recording***

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document '*Understanding Historic Buildings*' (2006b). The record will consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status

Date/period of initial build and subsequent alterations

### ***Archaeological recording***

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, 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 the area from any archaeological remains encountered

## **Working methods**

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

### ***Desk-based assessment***

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

### ***Building recording***

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b). It will comprise a walk-over, photographic survey and the production of building descriptions.

### *Fieldwork: photographic recording*

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- examples of structural and architectural detail.

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

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

### *Fieldwork: description*

Brief analysis of the building fabric will be undertaken on site (recorded as notes and annotations to existing architect's measured drawings).

### **Archaeological recording**

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

### *Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- 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. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.

- The excavated spoil will be carefully 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 will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used 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 retained from each archaeological context excavated.
- 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.
- This WSI includes an agreed 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, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling

- Monolith sampling
- Macro & Micro Flora Analysis (including pollen analysis)
- Macro & Micro Fauna Analysis
- Radiocarbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and 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**

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

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **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 of building recording - A concise non-technical summary of the results including building recording descriptions
- Results of archaeological - 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 Brief and WSI, context register
- Illustrations
  - Location map
  - Site location plan
  - A drawing showing those areas examined as part of the archaeological watching
  - 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 is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and 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 Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

### **Timetable**

The study is anticipated to be commenced during July 2012.

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

### **Project team**

#### **HE Projects**

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

The watching brief will be carried by Katharine Sawyer or by suitably qualified staff from HE Projects.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**.

**Katharine Sawyer MA** is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement

of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south-west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent the University of Waikato.

### **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, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### ***Contract***

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### ***Project staff***

The project will be managed by Charlie Johns 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.

### ***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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

### **References**

- English Heritage 2001. *Centre for Archaeology Guidelines: Archaeometallurgy*, English Heritage
- English Heritage, 2004. *Centre for Archaeology Guidelines: Environmental Archaeology*, English Heritage
- English Heritage, 2004. *Centre for Archaeology Guidelines: Geoarchaeology*, English Heritage
- English Heritage, 2006a. *Management of Research Projects in the Historic Environment (MoRPHE)*, English Heritage
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# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**





## **New Community Centre St Martin's, Isles of Scilly**

### **Historic building record and watching brief**

<b>Client</b>	<b>St Martin's Community Centre Committee</b>
<b>Report Number</b>	<b>2012R082</b>
<b>Date</b>	<b>12/12/2012</b>
<b>Status</b>	<b>Final</b>
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## **Acknowledgements**

This study was commissioned by St Martin's Community Centre Committee and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Charles Johns, who also carried out the watching brief. The historic building record was undertaken by Katharine Sawyer.

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

## **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.



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Institute for Archaeologists

## **Cover illustration**

Reading Room, St Martin's, September 2012 (photo: Katharine Sawyer)

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## **Abbreviations**

- |     |  |
|-----|--|
| EH  | English Heritage   |
| HER | Cornwall and the Isles of Scilly Historic Environment Record |
| HE  | Historic Environment, Cornwall Council                       |
| NGR | National Grid Reference                                      |
| OS  | Ordnance Survey  |



## **1 Summary**

This report describes the results of historic building recording of the Reading Room on St Martin's, Isles of Scilly and an archaeological watching brief during groundworks for the construction of the new Community Centre. The work was commissioned by the St Martin's Reading Room Committee and carried out by Historic Environment Projects, Cornwall Council with local archaeologist Katharine Sawyer to satisfy a planning condition

The historic building survey was carried out on 1 October and the watching brief on 6 and 7 November 2012. The site was covered by layers of sand with a cumulative depth of 0.8m, overlying an undulating layer of buried soil and natural granite bedrock. No features of archaeological significance were uncovered and the site was devoid of finds of any sort.



## 2 Introduction

### 2.1 Project background

Planning application P-10-80 for the erection of a new Community Centre on St Martin's was submitted on 19 August 2011. This application was approved subject to a number of conditions including Condition 11 which states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

In May 2012 Historic Environment Projects, Cornwall Council (HE Projects) were commissioned by the St Martin's Community Centre Committee to undertake historic building and archaeological recording to satisfy the planning condition.

The work was carried out in October and November 2012 according to a Written Scheme of Investigation (WSI) prepared by HE Projects (Johns 2012) (Appendix 3) based on a Brief outlining the minimum requirements for archaeological recording produced by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which set out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012) (Appendix 2).

### 2.2 Aims

#### 2.2.1 Historic building recording

The aim of the historic building recording was to make a photographic and descriptive record of the existing Reading Room, taking into account:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations.

#### 2.2.2 Archaeological recording

The site specific aims were 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 area from any archaeological remains encountered.

## **2.3 Methods**

The work was carried out according to the methodology set out in the WSI.

### **2.3.1 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:

- Scilly HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 8.1)
- Published histories (see Section 8.2)

### **2.3.2 Building survey fieldwork**

A visit to the Reading Room was undertaken by Katharine Sawyer on 1 October 2012, to undertake the equivalent of a Level 2 historic building record (a photographic and descriptive record).

Detailed notes were taken of architectural features in the interior of the Reading Room, as well as information on the exterior elevations.

Photography was a primary recording medium. Archive quality (monochrome film-based) photographs were taken with a 35mm SLR camera fitted with appropriate lenses. Digital photographs were taken for illustrative purposes.

### **2.3.3 Archaeological fieldwork**

A mini-digger provided by the building contractor stripped topsoil and subsoil to formation level for the new building under archaeological supervision. All stratified deposits were given a unique context number (Appendix 1) and recorded on a section drawing. Colour digital photographs were taken of the work in progress.

### **2.3.4 Post-fieldwork**

The monochrome photos were processed by a photographic laboratory and the results output as a conventional contact sheet as well as scanning to CDR. Digital photos were processed using Adobe Photoshop Elements software. A selection of representative photos has been included in this report.

## **3 Location and setting**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum (Figs 1 and 4).

## **4 Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records numerous archaeological sites in the vicinity of the new Community Centre site including the Scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been*

*excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **5 Building description and history (Figs 5-12)**

St Martin's Reading Room was constructed, by the men and boys of St Martin's, in 1932 (Nance 1932). Its purpose was 'to provide social intercourse, rational recreation and the other advantages of a club' ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The opening, on 1 August 1932, was celebrated with a sumptuous tea, whist drive and dance (Fig 5).

The original building measured 15.1m long and 5.3m wide and consisted of a main hall measuring 12.1m by 5.3m and two small rooms of 3m by 2m each, on either side of the entrance passageway at the eastern end of the building. These are shown as a cloakroom and kitchen on the 1985 plan. As well as the door in the east wall, there was one at the western end of the south wall. There were four windows in both the north and south walls, the most easterly of them being in the small rooms at the eastern end, the others in the main hall.

The walls were of shuttered concrete without foundations or a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)) and the building took eleven weeks to construct, skilled assistance being provided by a builder from St Erth, Cornwall (Nance 1932, 101).

In 1985 permission was granted by the Duchy of Cornwall for the building to be extended by 6.1m at the western end to provide a larger kitchen, a chair store, male and female toilets and a cupboard. A new doorway was cut in the western wall to give access to this area and there were windows in the north and south walls of the extension as well as two high up in the new western wall. A fete was held to raise money for the project and this still continues. A small grant was obtained from the Rural Development Commission and the Chairman at that time, Lord Vinson of Roddam-Dene, laid the foundation stone (Fig 6).

The plan of the extension shows that the walls had foundations and a damp proof course and were constructed of concrete blocks, rendered on the outside and with a cavity lined with polystyrene. The roof was of corrugated bitumen. The cupboard between the toilets was not constructed nor was a doorway inserted between the chair store and the lobby giving access to the toilets. The positions of the female and male toilets were reversed. In all other respects the building conforms to the 1985 plans of the proposed extension. The chair store has subsequently been used as the doctor's surgery.

The original reading room had wooden framed sash windows, those on the southern (road) side being replaced by uPVC double-glazed sash windows. The extension had wood framed sash windows on the north and south sides whilst those in the west wall were top-hung horizontal wood framed. The external windowsills are all concrete and both the external doors have concrete slabs outside them. The main entrance, at the eastern end of the building, has a concrete moulded plaque above it, with a shield showing the Prince of Wales's feathers (Fig 10). The plaque and the feathers were painted white and the shield pale blue. A concrete path ran from the road to the main entrance, flanked at the roadside by stone gateposts.

The internal walls were plastered and there was wooden tongue and groove panelling, to a height of 1.1m, on the walls of the original structure. This survived in the entrance passageway, the small room to the north of it and the main hall. The room on the southern side had no panelling but it seems likely that this was removed as there is a

reference to the panelling rotting due to the lack of a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The entrance passageway, the small rooms on either side of it and the extension all have solid floors but the main hall has wooden floorboards.

## **6 Watching brief results**

The development site is located at the rear of the Reading Room and was 29m long (from the back wall of the Reading Room) and 16m wide. It is located in a small field enclosed on three sides by single stone wall with mature soft hedges on the inside. The field was subdivided by a soft hedge of mature euonymus and was presumably used for flower growing, although currently scrubby grass with bracken and brambles. The field boundary is not shown on the c 1891 and 1909 OS maps (Figs 2 and 3) so is of early or mid 20<sup>th</sup> century date and possibly contemporary with the Reading Room.

Groundworks for the formation level of the site were observed; the ground rises gradually to the north so the excavations cut into the slope, the depth at the south end nearest the Reading Room being 0.005m and the depth at the north end 1.005m. The topsoil was loose dark grey and dark brown slightly peaty sand 0.2 deep, deepening to 0.4m below the central hedge (1), overlying layers of loose sand with a cumulative depth of 0.8m deep (layers 2 -5), the sand overlay an undulating buried soil, firm dark brown sandy clay 0.15m deep (6) which in turn overlay the natural bedrock which was weathered and decayed granite (7). The depth of the layer varied across the site, so that in some places the sand was deeper and the buried soil much thinner (Figs 13 and 14). The layers are described in Appendix 1: List of contexts.

The buried soil was assessed as having limited potential for paleoenvironmental sampling and did not contain any readily apparent material that was suitable for radiocarbon dating. The potential for Optically Stimulated Luminescence (OSL) dating was also considered, this technique is excellent in some circumstances but the error is large for some periods so it will not always give precise dates/time periods for accumulation. There is a better chance of useful OSL results for some periods if can be used in conjunction with other forms of dating in a stratigraphic sequence.

No archaeological features were uncovered and there were no finds, not even a single piece of modern china. An interesting feature was the presence of number of random medium to large sized weathered stones in layer (4) (up to 0.35m by 0.2m by 0.16m in size) as well as smaller cobbles. The stones did not have any structure and presumably were brought onto the site during the storm that deposited the sand

## **7 Conclusions/discussion**

Describing his visit to St Martin's in 1752 the antiquarian William Borlase wrote 'This Island seems to have been entirely cultivated in former times, for every where as we went (through the whole length of it) we could trace Hedges so plainly crossing the ridge, and descending to the Sea on either hand of us, that there can be no doubt but that the land was inclosed and divided into fields anciently, though now for the most part incapable of cultivation, because overrun as it is with sand, the soil is quite buried: the present fields are very small, lying towards the South from the decline of the Hill to the edge of the water, but the higher parts are all one Common, the surface being either too stony and shallow to make arable ground, or covered with sand blown in from some Northern Coves below; however, what has suffered so much from the sand in former ages has in length of time contracted soil enough to form a turfy pasture on which the inhabitants keep many sheep, the sheep-run being two miles long, but below this Turf, there is nothing but sand for a great depth' (Borlase 1756, 53).

Borlase also noted that there were historical records describing a number of storm-surges in the Scilly during 1703 and 1744 (Borlase 1758), while OSL dating of marine and aeolian deposits in the vicinity of Big Pool, St Agnes has led to the suggestion that

they were the result of tsunami created by the Lisbon earthquake of 1755 (Banerjee *et al* 2001). Storm surges are thought to be short-wavelength phenomena whereas tsunamis have very long wavelengths, and while storm surges cause beach erosion and deposit coarse clastic detritus, tsunamis are constructive waves and are associated with the deposition of large volumes of sand (*ibid* 718).

In addition to the new Community Centre site, deep deposits of sand have been recorded at other sites on high points of St Martin's as well as at more low-lying sites. At the site of Knackyboy Carn (NGR SV 92360 15860) test pits revealed layers of windblown sand over 1m deep. The distribution of the sand deposits suggested that the material was carried up on to the summit by high winds and deposited at the top of the slope as turbulence reduces the wind speed and its carrying capacity (Mulville *et al* 21).

During a recent watching brief on the site of new chalet at Sandy Lane, Middle Town St Martin's layers of sand 1.5m deep with dark bands representing vegetation horizons were recorded. Samples of the sand were taken for OSL analyses and hopefully the awaited results will elucidate the chronology of sand deposition on St Martin's (Sawyer 2011)

## **8 References**

### **8.1 Primary sources**

Ordnance Survey, c 1891. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c 1909. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

### **8.2 Publications**

Banerjee, D, Murray, A S, and Foster, A D L, 2001. Scilly Isles, UK: optical dating of a possible tsunami deposit, *Quaternary Science Review*, **20**, 715-8

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Nance, B, 1932. St Martin's, *The Scillonian* **VI, 31** (September 1932), 100-103

Sawyer, K, 2011. *Sandy Lane Chalet, Middle Town, St Martin's, isles of Scilly: archaeological recording*, St Mary's (Katharine Sawyer)

### **8.3 Websites**

[www.stmartinshall.co.uk](http://www.stmartinshall.co.uk) St Martin's Community Centre website

## **9 Project archive**

The HE project number is 146162

The project's photographic and digital 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 and copies of documentary/cartographic source material (file no 146162).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 716).
3. Black and white photographs archived under index number GBP 2264
4. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Martin's Community Centre
5. English Heritage/ADS OASIS online reference: cornwall2-137989

This report text is held in digital form as: ..\HE Projects\Sites\Scilly\Sites Q-T\St Martin's\St Martin's Community Centre

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.



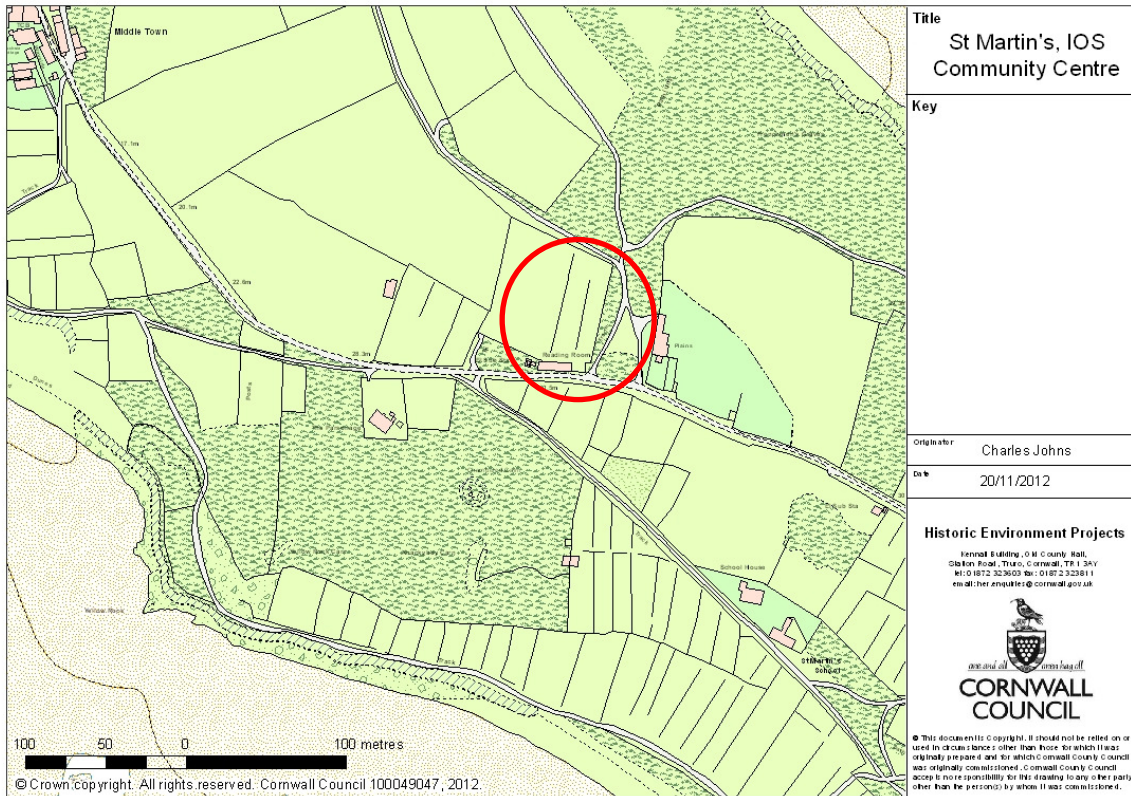


Fig 1 Location map

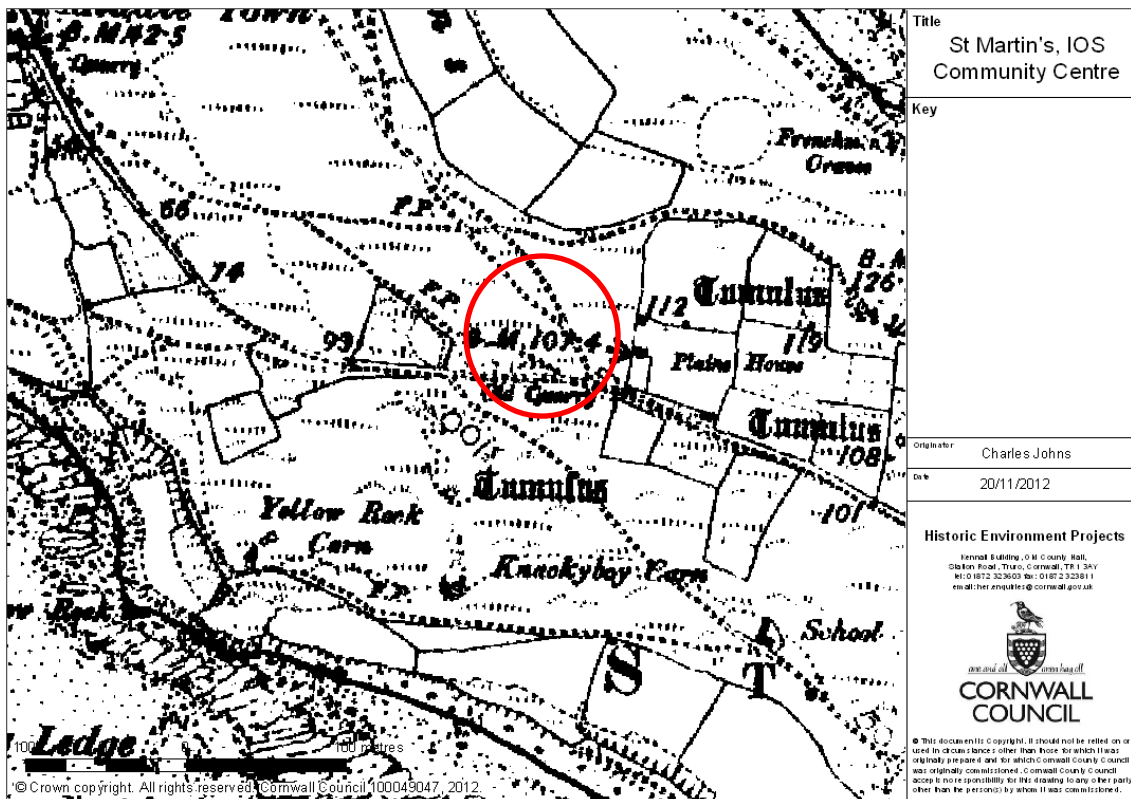


Fig 2 First Edition of the Ordnance Survey 25 Inch Map c 1891

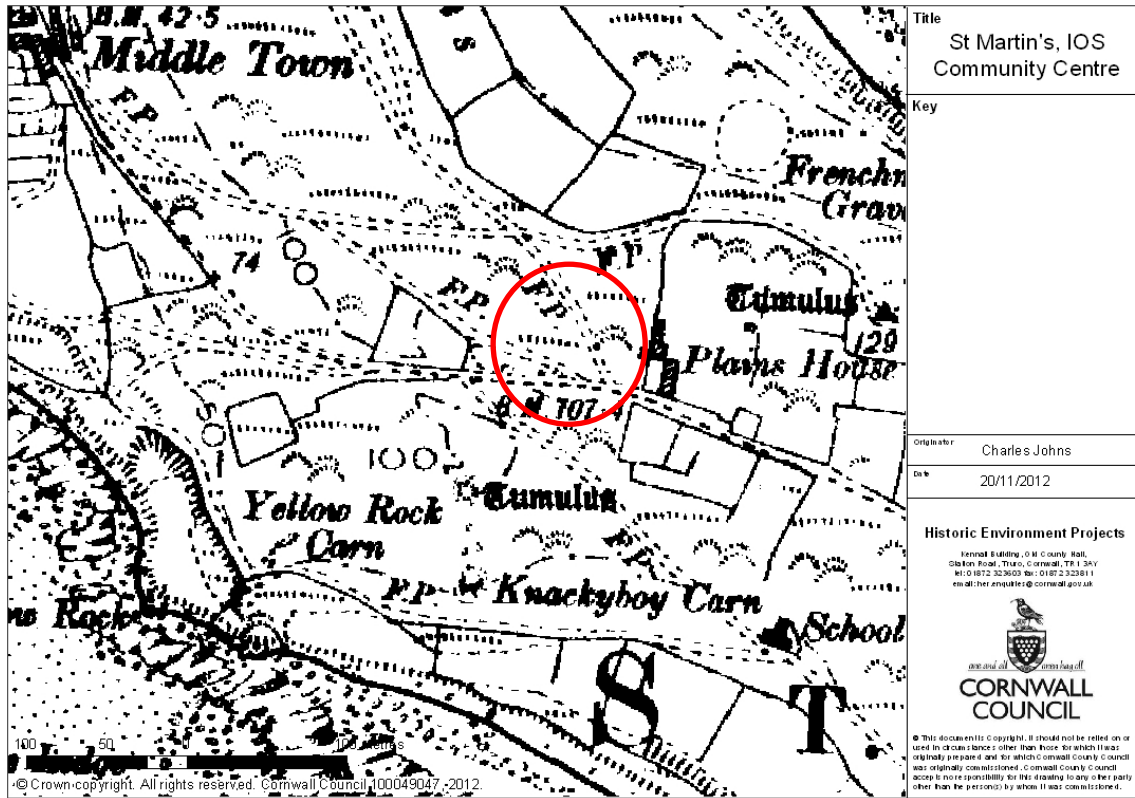


Fig 3 Second Edition of the Ordnance Survey 25 Inch Map, c1909

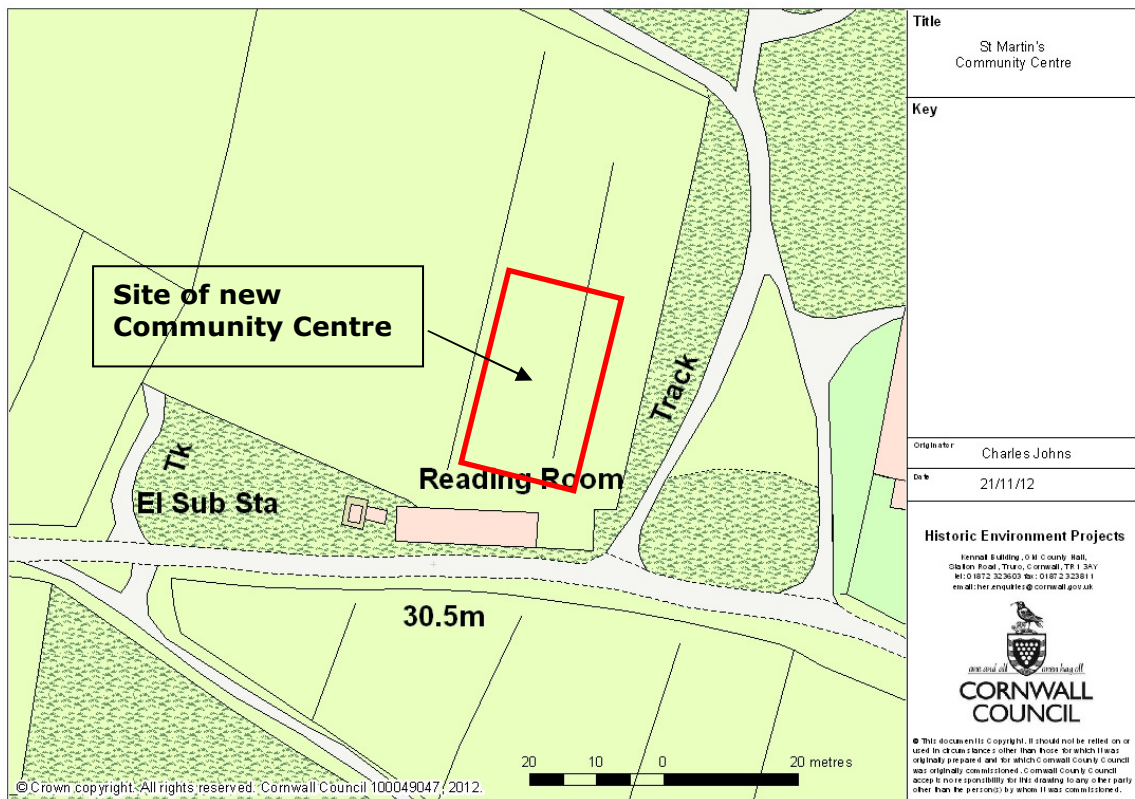


Fig 4 Site plan



*Fig 5 Opening of the Reading Room in 1932 ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk))*



*Fig 6 Opening the extension in 1985 (from display of photos at the Methodist chapel)*



Fig 7 Front (south) elevation 1 October 2012 (photo: Katharine Sawyer)



Fig 8 West elevation 1 October 2012 (photo: Katharine Sawyer)



*Fig 9 East elevation, 1 October 2012 (photo: Katharine Sawyer)*



*Fig 10 Badge above door, 1 October 2012 (photo: Katharine Sawyer)*



Fig 11 Interior, west end, 1 October 2012 (photo: Katharine Sawyer)



Fig 12 Interior, east end, 1 October 2012 (photo: Katharine Sawyer)



Fig 13 The site during soil stripping, 6 November 2012 (photo: Cornwall Council)

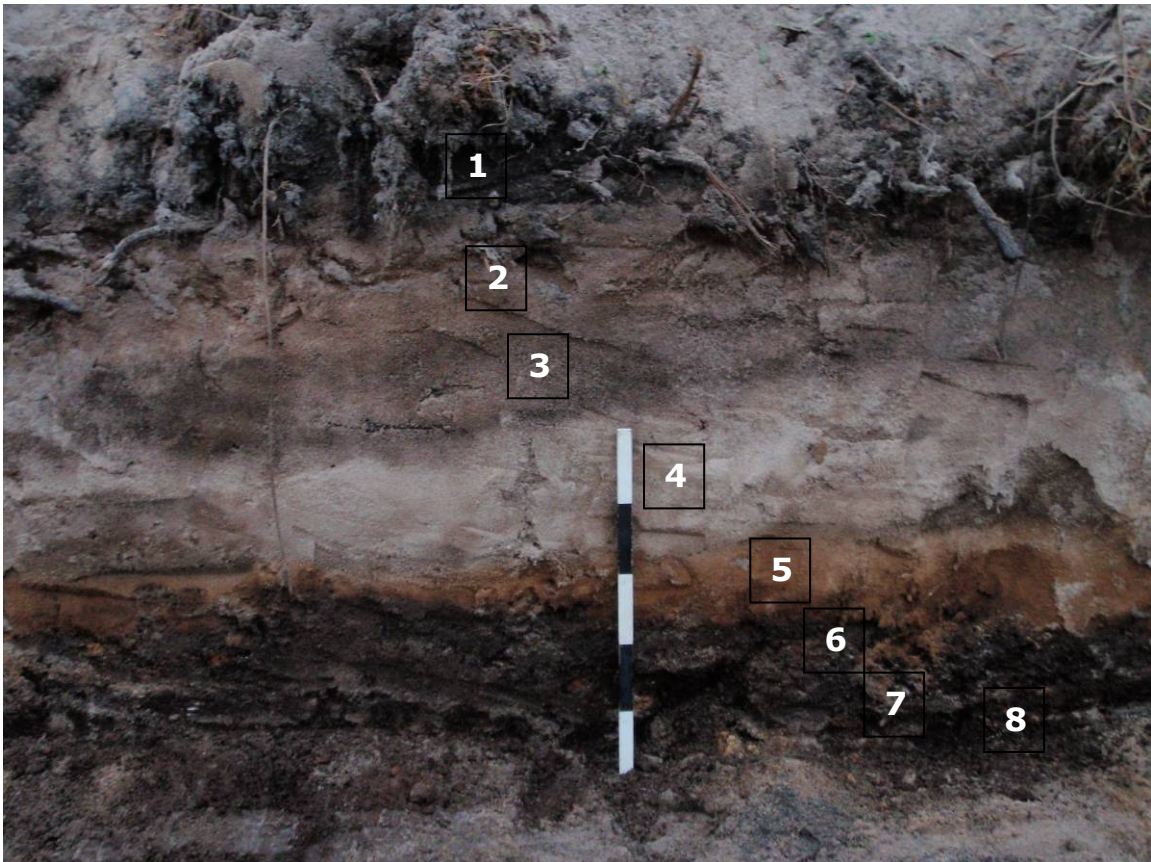


Fig 14 Representative site stratigraphy, 6 November 2012, see Appendix 1 for descriptions (photo: Cornwall Council)

## **Appendix 1 List of Contexts**

<b>Context</b>	<b>Type</b>	<b>Description</b>
(1)	Deposit	Loose dark grey sand and dark brown sand slightly peaty, 0.2-0.4m deep, very frequent roots
(2)	Deposit	Loose pale brown sand 0.12m deep
(3)	Deposit	Loose pale grey sand, 0.16m deep
(4)	Deposit	Loose pale brown/pale grey/white sand with grey sand inclusions and occasional small to medium sized weathered stones
(5)	Deposit	Loose dark yellowish brown sand, becoming lighter towards the top, 0.12m deep
(6)	Deposit	Loose dark brown sand, 0.05m deep
(7)	Deposit	Firm dark brown sandy clay, 0.15m deep, undulating depth varies – buried soil
(8)	Undisturbed natural	Weathered and decayed granite with compacted brown sandy clay in pockets



## Appendix 2: Brief for Archaeological Recording

**Date:** 10<sup>th</sup> April 2012

**Site:** Land rear of Reading Room, Middle Town, St Martins, Isles of Scilly

**Application:** P-10-80

**HBSMR:** CCO4982

**Applicant:** Mr Keith Bradford, St Martins Community Centre Committee, c/o Apple Tree Cottage, St Martins, Isles of Scilly TR25 0QW

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

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**Local Planning Authority Officer:** Craig Dryden, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

t. 01720 424350 e. cdryden@scilly.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 condition 11 of planning application P-10-80.

#### **2 Site Location and Description**

- 2.1 The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **3 Planning Background**

- 3.1 Planning application P-10-80 was submitted on the 19<sup>th</sup> of August and was for the erection of a new community centre. This application has been approved subject to 12 conditions. Condition 11 states:
  - 3.2 *No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*
  - 3.3 *Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains an to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*
- 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 Historic Building/Structure Background**

- 4.1 The existing Reading Room is considered an important element of St Martins history and worthy of recording prior to works.

## 5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## 6 Requirement for Work

### 6.1 Building Recording

- 6.1.1 In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder should aim to achieve a level of descriptive record somewhere between 'Levels 2 and 3' as described by the EH document '*Understanding Historic Buildings*' (2006). The record will need to consider:

- Site layout and organisation
- Character
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

### 6.2 Archaeological Recording

- 6.2.1 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.

- 6.2.2 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

## 7 General Methodology

- 7.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 7.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 7.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 7.4 All of the latest Health and Safety guidelines shall be followed on site.

7.5 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.

7.6 Terminology will be consistent with the English Heritage Thesaurus.

## **8 Building Recording Methodology**

8.1 Prior to the commencement of on site works the historic building 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.

8.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.

8.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures. This should include both external and internal coverage with black and white contact prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **9 Archaeological Recording Methodology**

9.1 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).

9.2 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.

9.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## **10 Finds**

10.1 All finds, where appropriate, will be retained from each archaeological context excavated.

10.2 All finds, where appropriate, shall be washed.

10.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

10.4 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.

10.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.

- 10.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 10.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 10.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 10.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **11 Human Remains**

- 11.1 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.
- 11.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 11.3 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.

## **12 Results Building Recording**

- 12.1 The full report including any specialist assessments 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 12.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 12.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 12.4 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 recording. All plans shall be tied to the national grid.
  - Any specialist reports and assessments.
  - A summary of the archive contents and date of deposition.
  - A copy of the brief and the approved WSI will be included as an appendix.
- 12.5 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.

## **13 Results Archaeological Recording**

- 13.1 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 13.2 This report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation.

13.3 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.

13.4 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 the receipt of the report.

**14 Archive Deposition**

14.1 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 Isles of Scilly Museum. Please check the accessioning and deposition requirements for the Isles of Scilly Museum.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

14.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

14.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

14.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

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

14.6 Only on completion of 14.1 to 14.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

**15 Monitoring**

15.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

15.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

15.3 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**

### **St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording**

Client: St Martin's Community Centre Committee

Client contact: Paul Osborne

Client email: [paul@sailscilly.com](mailto:paul@sailscilly.com)

#### **Project background**

Planning application P-10-80 was submitted on 19 August 2011 and was for the erection of a new community centre on St Martin's. This application was approved subject to 12 conditions. Condition 11 states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the St Martin's Community Centre Committee. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012).

#### **Site location and description**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **Historic building/structure background**

The existing Reading Room, built by the island residents in 1933, is considered an important element of St Martins history and worthy of recording prior to works.

#### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land*

*use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **Aims and objectives**

### ***Building recording***

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document '*Understanding Historic Buildings*' (2006b). The record will consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status

Date/period of initial build and subsequent alterations

### ***Archaeological recording***

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, 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 the area from any archaeological remains encountered

## **Working methods**

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

### ***Desk-based assessment***

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

### ***Building recording***

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b). It will comprise a walk-over, photographic survey and the production of building descriptions.

### *Fieldwork: photographic recording*

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- examples of structural and architectural detail.

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

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

### *Fieldwork: description*

Brief analysis of the building fabric will be undertaken on site (recorded as notes and annotations to existing architect's measured drawings).

### **Archaeological recording**

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

### *Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- 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. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.



- The excavated spoil will be carefully 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 will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used 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 retained from each archaeological context excavated.
- 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.
- This WSI includes an agreed 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, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling

- Monolith sampling
- Macro & Micro Flora Analysis (including pollen analysis)
- Macro & Micro Fauna Analysis
- Radiocarbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and 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**

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

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **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 of building recording - A concise non-technical summary of the results including building recording descriptions
- Results of archaeological - 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 Brief and WSI, context register
- Illustrations
  - Location map
  - Site location plan
  - A drawing showing those areas examined as part of the archaeological watching
  - 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 is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and 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 Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

### **Timetable**

The study is anticipated to be commenced during July 2012.

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

### **Project team**

#### **HE Projects**

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

The watching brief will be carried by Katharine Sawyer or by suitably qualified staff from HE Projects.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**.

**Katharine Sawyer MA** is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement

of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south-west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent the University of Waikato.

### **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, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### ***Contract***

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### ***Project staff***

The project will be managed by Charlie Johns 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.

### ***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**

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### **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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

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# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**





## **New Community Centre St Martin's, Isles of Scilly**

### **Historic building record and watching brief**

<b>Client</b>	<b>St Martin's Community Centre Committee</b>
<b>Report Number</b>	<b>2012R082</b>
<b>Date</b>	<b>12/12/2012</b>
<b>Status</b>	<b>Final</b>
<b>Report author(s)</b>	<b>Charles Johns and Katharine Sawyer</b>
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## **Acknowledgements**

This study was commissioned by St Martin's Community Centre Committee and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Charles Johns, who also carried out the watching brief. The historic building record was undertaken by Katharine Sawyer.

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

## **Freedom of Information Act**

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## **Cover illustration**

Reading Room, St Martin's, September 2012 (photo: Katharine Sawyer)

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## **Abbreviations**

- EH          English Heritage
- HER        Cornwall and the Isles of Scilly Historic Environment Record
- HE          Historic Environment, Cornwall Council
- NGR        National Grid Reference
- OS          Ordnance Survey

## **1 Summary**

This report describes the results of historic building recording of the Reading Room on St Martin's, Isles of Scilly and an archaeological watching brief during groundworks for the construction of the new Community Centre. The work was commissioned by the St Martin's Reading Room Committee and carried out by Historic Environment Projects, Cornwall Council with local archaeologist Katharine Sawyer to satisfy a planning condition

The historic building survey was carried out on 1 October and the watching brief on 6 and 7 November 2012. The site was covered by layers of sand with a cumulative depth of 0.8m, overlying an undulating layer of buried soil and natural granite bedrock. No features of archaeological significance were uncovered and the site was devoid of finds of any sort.





## 2 Introduction

### 2.1 Project background

Planning application P-10-80 for the erection of a new Community Centre on St Martin's was submitted on 19 August 2011. This application was approved subject to a number of conditions including Condition 11 which states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

In May 2012 Historic Environment Projects, Cornwall Council (HE Projects) were commissioned by the St Martin's Community Centre Committee to undertake historic building and archaeological recording to satisfy the planning condition.

The work was carried out in October and November 2012 according to a Written Scheme of Investigation (WSI) prepared by HE Projects (Johns 2012) (Appendix 3) based on a Brief outlining the minimum requirements for archaeological recording produced by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which set out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012) (Appendix 2).

### 2.2 Aims

#### 2.2.1 Historic building recording

The aim of the historic building recording was to make a photographic and descriptive record of the existing Reading Room, taking into account:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations.

#### 2.2.2 Archaeological recording

The site specific aims were 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 area from any archaeological remains encountered.

## **2.3 Methods**

The work was carried out according to the methodology set out in the WSI.

### **2.3.1 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:

- Scilly HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 8.1)
- Published histories (see Section 8.2)

### **2.3.2 Building survey fieldwork**

A visit to the Reading Room was undertaken by Katharine Sawyer on 1 October 2012, to undertake the equivalent of a Level 2 historic building record (a photographic and descriptive record).

Detailed notes were taken of architectural features in the interior of the Reading Room, as well as information on the exterior elevations.

Photography was a primary recording medium. Archive quality (monochrome film-based) photographs were taken with a 35mm SLR camera fitted with appropriate lenses. Digital photographs were taken for illustrative purposes.

### **2.3.3 Archaeological fieldwork**

A mini-digger provided by the building contractor stripped topsoil and subsoil to formation level for the new building under archaeological supervision. All stratified deposits were given a unique context number (Appendix 1) and recorded on a section drawing. Colour digital photographs were taken of the work in progress.

### **2.3.4 Post-fieldwork**

The monochrome photos were processed by a photographic laboratory and the results output as a conventional contact sheet as well as scanning to CDR. Digital photos were processed using Adobe Photoshop Elements software. A selection of representative photos has been included in this report.

## **3 Location and setting**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum (Figs 1 and 4).

## **4 Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records numerous archaeological sites in the vicinity of the new Community Centre site including the Scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been*

*excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **5 Building description and history (Figs 5-12)**

St Martin's Reading Room was constructed, by the men and boys of St Martin's, in 1932 (Nance 1932). Its purpose was 'to provide social intercourse, rational recreation and the other advantages of a club' ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The opening, on 1 August 1932, was celebrated with a sumptuous tea, whist drive and dance (Fig 5).

The original building measured 15.1m long and 5.3m wide and consisted of a main hall measuring 12.1m by 5.3m and two small rooms of 3m by 2m each, on either side of the entrance passageway at the eastern end of the building. These are shown as a cloakroom and kitchen on the 1985 plan. As well as the door in the east wall, there was one at the western end of the south wall. There were four windows in both the north and south walls, the most easterly of them being in the small rooms at the eastern end, the others in the main hall.

The walls were of shuttered concrete without foundations or a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)) and the building took eleven weeks to construct, skilled assistance being provided by a builder from St Erth, Cornwall (Nance 1932, 101).

In 1985 permission was granted by the Duchy of Cornwall for the building to be extended by 6.1m at the western end to provide a larger kitchen, a chair store, male and female toilets and a cupboard. A new doorway was cut in the western wall to give access to this area and there were windows in the north and south walls of the extension as well as two high up in the new western wall. A fete was held to raise money for the project and this still continues. A small grant was obtained from the Rural Development Commission and the Chairman at that time, Lord Vinson of Roddam-Dene, laid the foundation stone (Fig 6).

The plan of the extension shows that the walls had foundations and a damp proof course and were constructed of concrete blocks, rendered on the outside and with a cavity lined with polystyrene. The roof was of corrugated bitumen. The cupboard between the toilets was not constructed nor was a doorway inserted between the chair store and the lobby giving access to the toilets. The positions of the female and male toilets were reversed. In all other respects the building conforms to the 1985 plans of the proposed extension. The chair store has subsequently been used as the doctor's surgery.

The original reading room had wooden framed sash windows, those on the southern (road) side being replaced by uPVC double-glazed sash windows. The extension had wood framed sash windows on the north and south sides whilst those in the west wall were top-hung horizontal wood framed. The external windowsills are all concrete and both the external doors have concrete slabs outside them. The main entrance, at the eastern end of the building, has a concrete moulded plaque above it, with a shield showing the Prince of Wales's feathers (Fig 10). The plaque and the feathers were painted white and the shield pale blue. A concrete path ran from the road to the main entrance, flanked at the roadside by stone gateposts.

The internal walls were plastered and there was wooden tongue and groove panelling, to a height of 1.1m, on the walls of the original structure. This survived in the entrance passageway, the small room to the north of it and the main hall. The room on the southern side had no panelling but it seems likely that this was removed as there is a

reference to the panelling rotting due to the lack of a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The entrance passageway, the small rooms on either side of it and the extension all have solid floors but the main hall has wooden floorboards.

## **6 Watching brief results**

The development site is located at the rear of the Reading Room and was 29m long (from the back wall of the Reading Room) and 16m wide. It is located in a small field enclosed on three sides by single stone wall with mature soft hedges on the inside. The field was subdivided by a soft hedge of mature euonymus and was presumably used for flower growing, although currently scrubby grass with bracken and brambles. The field boundary is not shown on the c 1891 and 1909 OS maps (Figs 2 and 3) so is of early or mid 20<sup>th</sup> century date and possibly contemporary with the Reading Room.

Groundworks for the formation level of the site were observed; the ground rises gradually to the north so the excavations cut into the slope, the depth at the south end nearest the Reading Room being 0.005m and the depth at the north end 1.005m. The topsoil was loose dark grey and dark brown slightly peaty sand 0.2 deep, deepening to 0.4m below the central hedge (1), overlying layers of loose sand with a cumulative depth of 0.8m deep (layers 2 -5), the sand overlay an undulating buried soil, firm dark brown sandy clay 0.15m deep (6) which in turn overlay the natural bedrock which was weathered and decayed granite (7). The depth of the layer varied across the site, so that in some places the sand was deeper and the buried soil much thinner (Figs 13 and 14). The layers are described in Appendix 1: List of contexts.

The buried soil was assessed as having limited potential for paleoenvironmental sampling and did not contain any readily apparent material that was suitable for radiocarbon dating. The potential for Optically Stimulated Luminescence (OSL) dating was also considered, this technique is excellent in some circumstances but the error is large for some periods so it will not always give precise dates/time periods for accumulation. There is a better chance of useful OSL results for some periods if can be used in conjunction with other forms of dating in a stratigraphic sequence.

No archaeological features were uncovered and there were no finds, not even a single piece of modern china. An interesting feature was the presence of number of random medium to large sized weathered stones in layer (4) (up to 0.35m by 0.2m by 0.16m in size) as well as smaller cobbles. The stones did not have any structure and presumably were brought onto the site during the storm that deposited the sand

## **7 Conclusions/discussion**

Describing his visit to St Martin's in 1752 the antiquarian William Borlase wrote 'This Island seems to have been entirely cultivated in former times, for every where as we went (through the whole length of it) we could trace Hedges so plainly crossing the ridge, and descending to the Sea on either hand of us, that there can be no doubt but that the land was inclosed and divided into fields anciently, though now for the most part incapable of cultivation, because overrun as it is with sand, the soil is quite buried: the present fields are very small, lying towards the South from the decline of the Hill to the edge of the water, but the higher parts are all one Common, the surface being either too stony and shallow to make arable ground, or covered with sand blown in from some Northern Coves below; however, what has suffered so much from the sand in former ages has in length of time contracted soil enough to form a turfy pasture on which the inhabitants keep many sheep, the sheep-run being two miles long, but below this Turf, there is nothing but sand for a great depth' (Borlase 1756, 53).

Borlase also noted that there were historical records describing a number of storm-surges in the Scilly during 1703 and 1744 (Borlase 1758), while OSL dating of marine and aeolian deposits in the vicinity of Big Pool, St Agnes has led to the suggestion that

they were the result of tsunami created by the Lisbon earthquake of 1755 (Banerjee *et al* 2001). Storm surges are thought to be short-wavelength phenomena whereas tsunamis have very long wavelengths, and while storm surges cause beach erosion and deposit coarse clastic detritus, tsunamis are constructive waves and are associated with the deposition of large volumes of sand (*ibid* 718).

In addition to the new Community Centre site, deep deposits of sand have been recorded at other sites on high points of St Martin's as well as at more low-lying sites. At the site of Knackyboy Carn (NGR SV 92360 15860) test pits revealed layers of windblown sand over 1m deep. The distribution of the sand deposits suggested that the material was carried up on to the summit by high winds and deposited at the top of the slope as turbulence reduces the wind speed and its carrying capacity (Mulville *et al* 21).

During a recent watching brief on the site of new chalet at Sandy Lane, Middle Town St Martin's layers of sand 1.5m deep with dark bands representing vegetation horizons were recorded. Samples of the sand were taken for OSL analyses and hopefully the awaited results will elucidate the chronology of sand deposition on St Martin's (Sawyer 2011)

## **8 References**

### **8.1 Primary sources**

Ordnance Survey, c 1891. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c 1909. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

### **8.2 Publications**

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Markham, P, 2012. *Brief for Archaeological Recording, Land rear of Reading Room, Middle Town, St Martin's, Isles of Scilly*, Cornwall Council

Mulville, J A, Dennis, I, Johns, C, Mills, S, Pannett, A, and Young, T, 2007. Islands in a Common Sea: archaeological fieldwork in the Isles of Scilly 2006 (St Mary's and St Martin's, *Cardiff Studies in Archaeology Specialist Rep No 27*)

Nance, B, 1932. St Martin's, *The Scillonian* **VI, 31** (September 1932), 100-103

Sawyer, K, 2011. *Sandy Lane Chalet, Middle Town, St Martin's, isles of Scilly: archaeological recording*, St Mary's (Katharine Sawyer)

### **8.3 Websites**

[www.stmartinshall.co.uk](http://www.stmartinshall.co.uk) St Martin's Community Centre website

## **9 Project archive**

The HE project number is 146162

The project's photographic and digital 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 and copies of documentary/cartographic source material (file no 146162).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 716).
3. Black and white photographs archived under index number GBP 2264
4. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Martin's Community Centre
5. English Heritage/ADS OASIS online reference: cornwall2-137989

This report text is held in digital form as: ..\HE Projects\Sites\Scilly\Sites Q-T\St Martin's\St Martin's Community Centre

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.

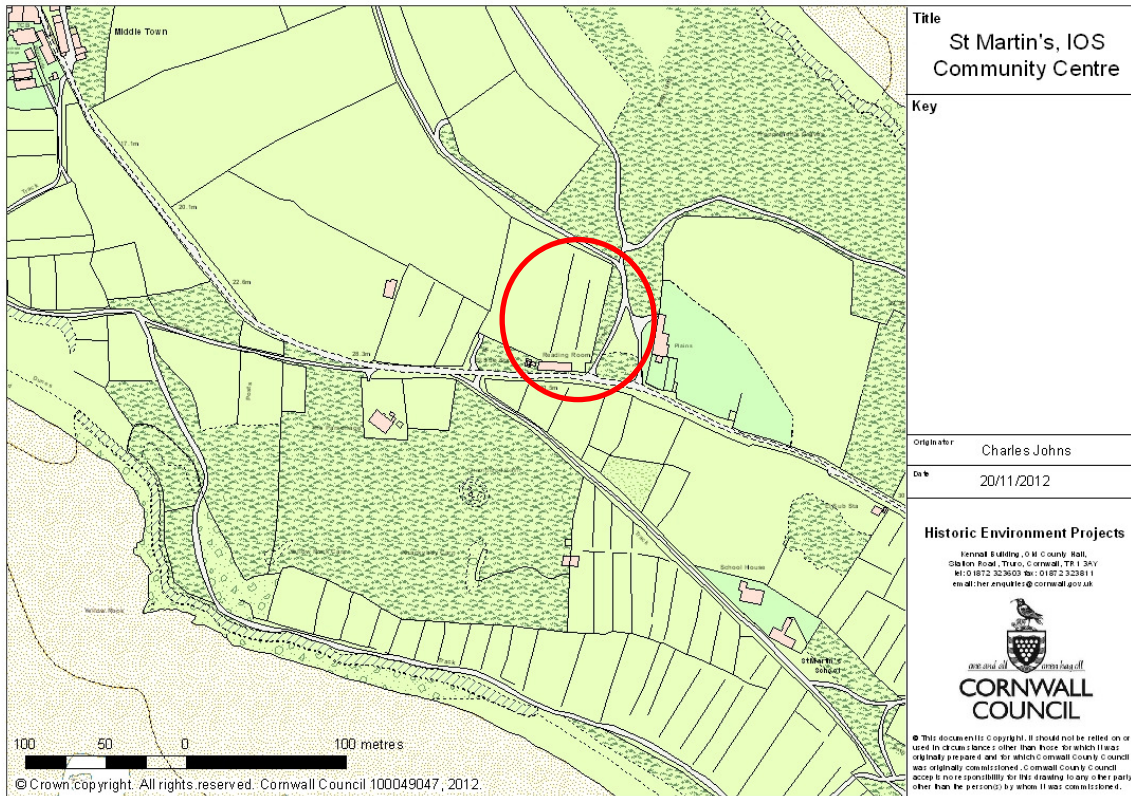


Fig 1 Location map

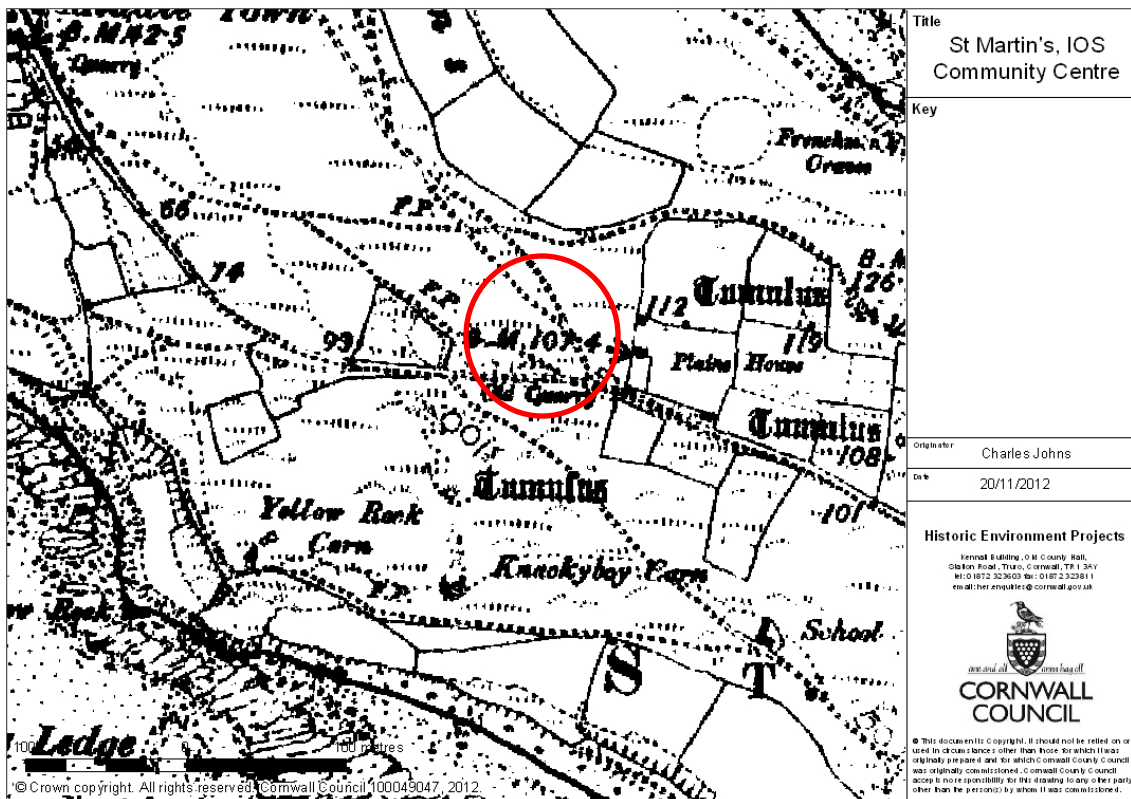


Fig 2 First Edition of the Ordnance Survey 25 Inch Map c 1891

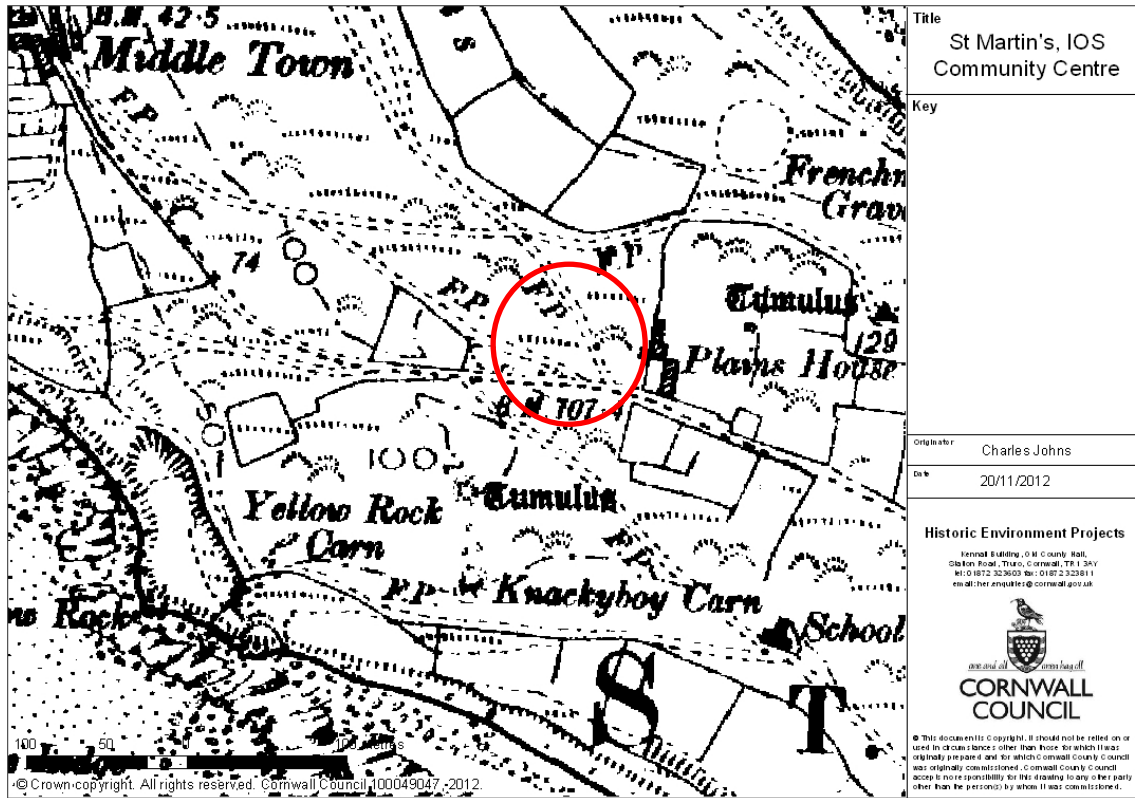


Fig 3 Second Edition of the Ordnance Survey 25 Inch Map, c1909

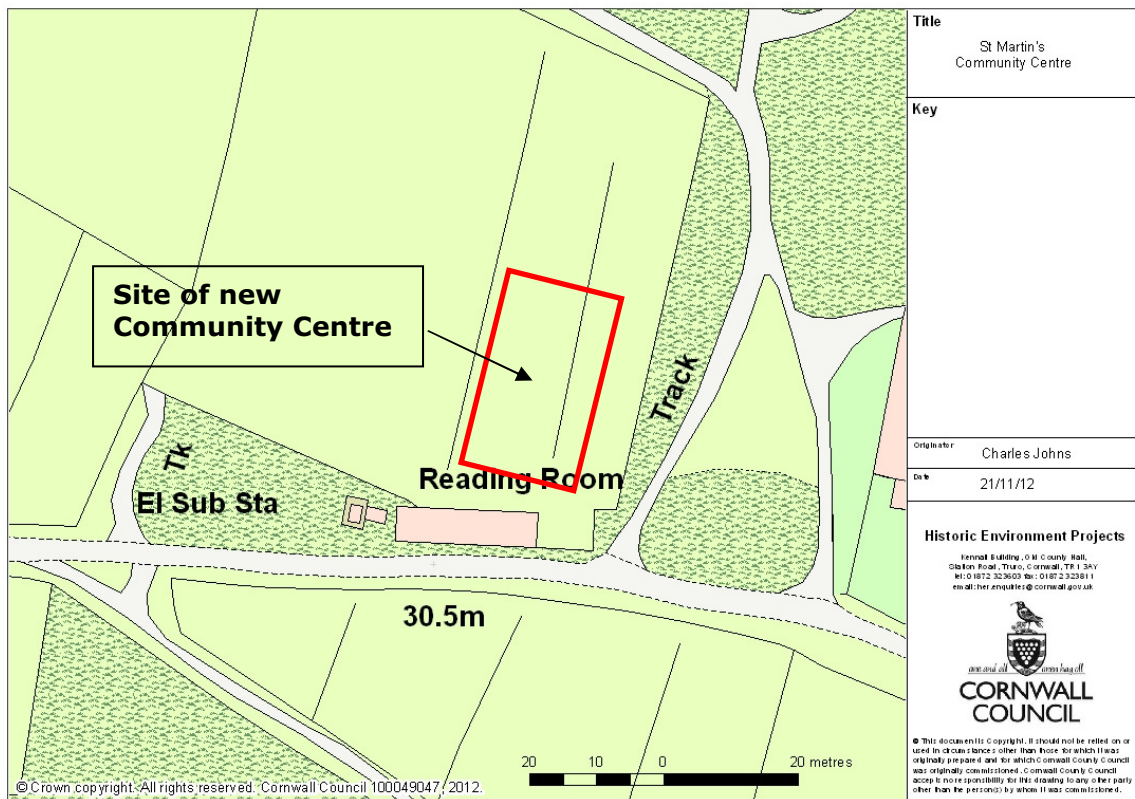


Fig 4 Site plan





*Fig 5 Opening of the Reading Room in 1932 ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk))*



*Fig 6 Opening the extension in 1985 (from display of photos at the Methodist chapel)*



Fig 7 Front (south) elevation 1 October 2012 (photo: Katharine Sawyer)



Fig 8 West elevation 1 October 2012 (photo: Katharine Sawyer)



*Fig 9 East elevation, 1 October 2012 (photo: Katharine Sawyer)*



*Fig 10 Badge above door, 1 October 2012 (photo: Katharine Sawyer)*



Fig 11 Interior, west end, 1 October 2012 (photo: Katharine Sawyer)



Fig 12 Interior, east end, 1 October 2012 (photo: Katharine Sawyer)



Fig 13 The site during soil stripping, 6 November 2012 (photo: Cornwall Council)

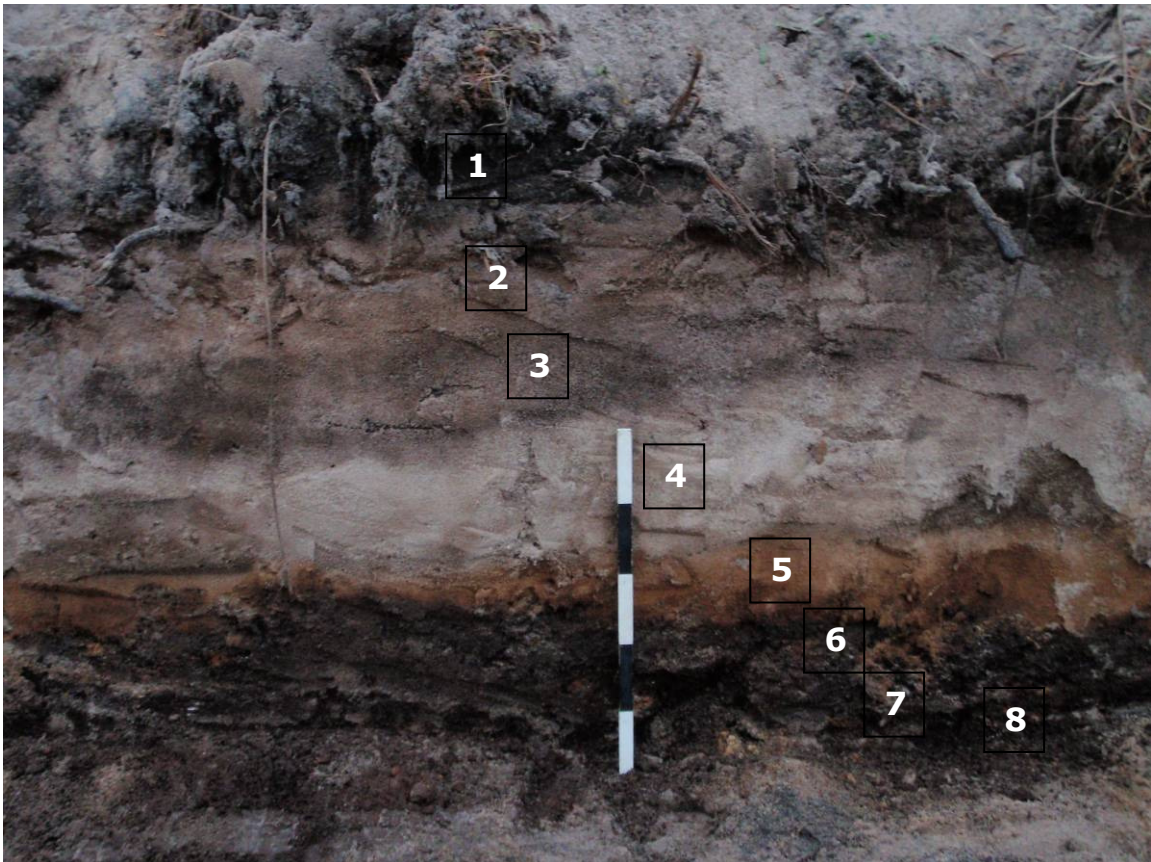


Fig 14 Representative site stratigraphy, 6 November 2012, see Appendix 1 for descriptions (photo: Cornwall Council)

## **Appendix 1 List of Contexts**

<b>Context</b>	<b>Type</b>	<b>Description</b>
(1)	Deposit	Loose dark grey sand and dark brown sand slightly peaty, 0.2-0.4m deep, very frequent roots
(2)	Deposit	Loose pale brown sand 0.12m deep
(3)	Deposit	Loose pale grey sand, 0.16m deep
(4)	Deposit	Loose pale brown/pale grey/white sand with grey sand inclusions and occasional small to medium sized weathered stones
(5)	Deposit	Loose dark yellowish brown sand, becoming lighter towards the top, 0.12m deep
(6)	Deposit	Loose dark brown sand, 0.05m deep
(7)	Deposit	Firm dark brown sandy clay, 0.15m deep, undulating depth varies – buried soil
(8)	Undisturbed natural	Weathered and decayed granite with compacted brown sandy clay in pockets

## Appendix 2: Brief for Archaeological Recording

**Date:** 10<sup>th</sup> April 2012

**Site:** Land rear of Reading Room, Middle Town, St Martins, Isles of Scilly

**Application:** P-10-80

**HBSMR:** CCO4982

**Applicant:** Mr Keith Bradford, St Martins Community Centre Committee, c/o Apple Tree Cottage, St Martins, Isles of Scilly TR25 0QW

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

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**Local Planning Authority Officer:** Craig Dryden, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

t. 01720 424350 e. cdryden@scilly.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 condition 11 of planning application P-10-80.

#### **2 Site Location and Description**

- 2.1 The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **3 Planning Background**

- 3.1 Planning application P-10-80 was submitted on the 19<sup>th</sup> of August and was for the erection of a new community centre. This application has been approved subject to 12 conditions. Condition 11 states:
  - 3.2 *No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*
  - 3.3 *Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains an to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*
- 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 Historic Building/Structure Background**

- 4.1 The existing Reading Room is considered an important element of St Martins history and worthy of recording prior to works.

## 5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## 6 Requirement for Work

### 6.1 Building Recording

- 6.1.1 In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder should aim to achieve a level of descriptive record somewhere between 'Levels 2 and 3' as described by the EH document '*Understanding Historic Buildings*' (2006). The record will need to consider:

- Site layout and organisation
- Character
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

### 6.2 Archaeological Recording

- 6.2.1 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.

- 6.2.2 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

## 7 General Methodology

- 7.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 7.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 7.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 7.4 All of the latest Health and Safety guidelines shall be followed on site.



7.5 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.

7.6 Terminology will be consistent with the English Heritage Thesaurus.

## **8 Building Recording Methodology**

8.1 Prior to the commencement of on site works the historic building 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.

8.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.

8.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures. This should include both external and internal coverage with black and white contact prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **9 Archaeological Recording Methodology**

9.1 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).

9.2 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.

9.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## **10 Finds**

10.1 All finds, where appropriate, will be retained from each archaeological context excavated.

10.2 All finds, where appropriate, shall be washed.

10.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

10.4 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.

10.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.

- 10.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 10.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 10.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 10.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **11 Human Remains**

- 11.1 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.
- 11.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 11.3 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.

## **12 Results Building Recording**

- 12.1 The full report including any specialist assessments 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 12.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 12.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 12.4 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 recording. All plans shall be tied to the national grid.
  - Any specialist reports and assessments.
  - A summary of the archive contents and date of deposition.
  - A copy of the brief and the approved WSI will be included as an appendix.
- 12.5 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.

## **13 Results Archaeological Recording**

- 13.1 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 13.2 This report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation.

13.3 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.

13.4 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 the receipt of the report.

**14 Archive Deposition**

14.1 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 Isles of Scilly Museum. Please check the accessioning and deposition requirements for the Isles of Scilly Museum.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

14.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

14.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

14.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

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

14.6 Only on completion of 14.1 to 14.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

**15 Monitoring**

15.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

15.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

15.3 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**

### **St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording**

Client: St Martin's Community Centre Committee

Client contact: Paul Osborne

Client email: [paul@sailscilly.com](mailto:paul@sailscilly.com)

#### **Project background**

Planning application P-10-80 was submitted on 19 August 2011 and was for the erection of a new community centre on St Martin's. This application was approved subject to 12 conditions. Condition 11 states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the St Martin's Community Centre Committee. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012).

#### **Site location and description**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **Historic building/structure background**

The existing Reading Room, built by the island residents in 1933, is considered an important element of St Martins history and worthy of recording prior to works.

#### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land*

*use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **Aims and objectives**

### ***Building recording***

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document '*Understanding Historic Buildings*' (2006b). The record will consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status

Date/period of initial build and subsequent alterations

### ***Archaeological recording***

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, 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 the area from any archaeological remains encountered

## **Working methods**

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

### ***Desk-based assessment***

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

### ***Building recording***

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b). It will comprise a walk-over, photographic survey and the production of building descriptions.

### *Fieldwork: photographic recording*

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- examples of structural and architectural detail.

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

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

### *Fieldwork: description*

Brief analysis of the building fabric will be undertaken on site (recorded as notes and annotations to existing architect's measured drawings).

### **Archaeological recording**

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

### *Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- 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. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.

- The excavated spoil will be carefully 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 will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used 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 retained from each archaeological context excavated.
- 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.
- This WSI includes an agreed 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, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling

- Monolith sampling
- Macro & Micro Flora Analysis (including pollen analysis)
- Macro & Micro Fauna Analysis
- Radiocarbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and 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**

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

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **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 of building recording - A concise non-technical summary of the results including building recording descriptions
- Results of archaeological - 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 Brief and WSI, context register
- Illustrations
  - Location map
  - Site location plan
  - A drawing showing those areas examined as part of the archaeological watching
  - 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 is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and 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 Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

### **Timetable**

The study is anticipated to be commenced during July 2012.

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

### **Project team**

#### **HE Projects**

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

The watching brief will be carried by Katharine Sawyer or by suitably qualified staff from HE Projects.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**.

**Katharine Sawyer MA** is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement

of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south-west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent the University of Waikato.

### **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, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### ***Contract***

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### ***Project staff***

The project will be managed by Charlie Johns 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.

### ***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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

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*21 June 2012*

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# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**







## **New Community Centre St Martin's, Isles of Scilly**

### **Historic building record and watching brief**

<b>Client</b>	<b>St Martin's Community Centre Committee</b>
<b>Report Number</b>	<b>2012R082</b>
<b>Date</b>	<b>12/12/2012</b>
<b>Status</b>	<b>Final</b>
<b>Report author(s)</b>	<b>Charles Johns and Katharine Sawyer</b>
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## **Acknowledgements**

This study was commissioned by St Martin's Community Centre Committee and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Charles Johns, who also carried out the watching brief. The historic building record was undertaken by Katharine Sawyer.

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

## **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.



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

## **Cover illustration**

Reading Room, St Martin's, September 2012 (photo: Katharine Sawyer)

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## **Abbreviations**

- EH          English Heritage
- HER        Cornwall and the Isles of Scilly Historic Environment Record
- HE          Historic Environment, Cornwall Council
- NGR        National Grid Reference
- OS          Ordnance Survey

## **1 Summary**

This report describes the results of historic building recording of the Reading Room on St Martin's, Isles of Scilly and an archaeological watching brief during groundworks for the construction of the new Community Centre. The work was commissioned by the St Martin's Reading Room Committee and carried out by Historic Environment Projects, Cornwall Council with local archaeologist Katharine Sawyer to satisfy a planning condition

The historic building survey was carried out on 1 October and the watching brief on 6 and 7 November 2012. The site was covered by layers of sand with a cumulative depth of 0.8m, overlying an undulating layer of buried soil and natural granite bedrock. No features of archaeological significance were uncovered and the site was devoid of finds of any sort.



## 2 Introduction

### 2.1 Project background

Planning application P-10-80 for the erection of a new Community Centre on St Martin's was submitted on 19 August 2011. This application was approved subject to a number of conditions including Condition 11 which states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

In May 2012 Historic Environment Projects, Cornwall Council (HE Projects) were commissioned by the St Martin's Community Centre Committee to undertake historic building and archaeological recording to satisfy the planning condition.

The work was carried out in October and November 2012 according to a Written Scheme of Investigation (WSI) prepared by HE Projects (Johns 2012) (Appendix 3) based on a Brief outlining the minimum requirements for archaeological recording produced by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which set out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012) (Appendix 2).

### 2.2 Aims

#### 2.2.1 Historic building recording

The aim of the historic building recording was to make a photographic and descriptive record of the existing Reading Room, taking into account:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations.

#### 2.2.2 Archaeological recording

The site specific aims were 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 area from any archaeological remains encountered.

## **2.3 Methods**

The work was carried out according to the methodology set out in the WSI.

### **2.3.1 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:

- Scilly HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 8.1)
- Published histories (see Section 8.2)

### **2.3.2 Building survey fieldwork**

A visit to the Reading Room was undertaken by Katharine Sawyer on 1 October 2012, to undertake the equivalent of a Level 2 historic building record (a photographic and descriptive record).

Detailed notes were taken of architectural features in the interior of the Reading Room, as well as information on the exterior elevations.

Photography was a primary recording medium. Archive quality (monochrome film-based) photographs were taken with a 35mm SLR camera fitted with appropriate lenses. Digital photographs were taken for illustrative purposes.

### **2.3.3 Archaeological fieldwork**

A mini-digger provided by the building contractor stripped topsoil and subsoil to formation level for the new building under archaeological supervision. All stratified deposits were given a unique context number (Appendix 1) and recorded on a section drawing. Colour digital photographs were taken of the work in progress.

### **2.3.4 Post-fieldwork**

The monochrome photos were processed by a photographic laboratory and the results output as a conventional contact sheet as well as scanning to CDR. Digital photos were processed using Adobe Photoshop Elements software. A selection of representative photos has been included in this report.

## **3 Location and setting**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum (Figs 1 and 4).

## **4 Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records numerous archaeological sites in the vicinity of the new Community Centre site including the Scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been*



*excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **5 Building description and history (Figs 5-12)**

St Martin's Reading Room was constructed, by the men and boys of St Martin's, in 1932 (Nance 1932). Its purpose was 'to provide social intercourse, rational recreation and the other advantages of a club' ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The opening, on 1 August 1932, was celebrated with a sumptuous tea, whist drive and dance (Fig 5).

The original building measured 15.1m long and 5.3m wide and consisted of a main hall measuring 12.1m by 5.3m and two small rooms of 3m by 2m each, on either side of the entrance passageway at the eastern end of the building. These are shown as a cloakroom and kitchen on the 1985 plan. As well as the door in the east wall, there was one at the western end of the south wall. There were four windows in both the north and south walls, the most easterly of them being in the small rooms at the eastern end, the others in the main hall.

The walls were of shuttered concrete without foundations or a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)) and the building took eleven weeks to construct, skilled assistance being provided by a builder from St Erth, Cornwall (Nance 1932, 101).

In 1985 permission was granted by the Duchy of Cornwall for the building to be extended by 6.1m at the western end to provide a larger kitchen, a chair store, male and female toilets and a cupboard. A new doorway was cut in the western wall to give access to this area and there were windows in the north and south walls of the extension as well as two high up in the new western wall. A fete was held to raise money for the project and this still continues. A small grant was obtained from the Rural Development Commission and the Chairman at that time, Lord Vinson of Roddam-Dene, laid the foundation stone (Fig 6).

The plan of the extension shows that the walls had foundations and a damp proof course and were constructed of concrete blocks, rendered on the outside and with a cavity lined with polystyrene. The roof was of corrugated bitumen. The cupboard between the toilets was not constructed nor was a doorway inserted between the chair store and the lobby giving access to the toilets. The positions of the female and male toilets were reversed. In all other respects the building conforms to the 1985 plans of the proposed extension. The chair store has subsequently been used as the doctor's surgery.

The original reading room had wooden framed sash windows, those on the southern (road) side being replaced by uPVC double-glazed sash windows. The extension had wood framed sash windows on the north and south sides whilst those in the west wall were top-hung horizontal wood framed. The external windowsills are all concrete and both the external doors have concrete slabs outside them. The main entrance, at the eastern end of the building, has a concrete moulded plaque above it, with a shield showing the Prince of Wales's feathers (Fig 10). The plaque and the feathers were painted white and the shield pale blue. A concrete path ran from the road to the main entrance, flanked at the roadside by stone gateposts.

The internal walls were plastered and there was wooden tongue and groove panelling, to a height of 1.1m, on the walls of the original structure. This survived in the entrance passageway, the small room to the north of it and the main hall. The room on the southern side had no panelling but it seems likely that this was removed as there is a

reference to the panelling rotting due to the lack of a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The entrance passageway, the small rooms on either side of it and the extension all have solid floors but the main hall has wooden floorboards.

## **6 Watching brief results**

The development site is located at the rear of the Reading Room and was 29m long (from the back wall of the Reading Room) and 16m wide. It is located in a small field enclosed on three sides by single stone wall with mature soft hedges on the inside. The field was subdivided by a soft hedge of mature euonymus and was presumably used for flower growing, although currently scrubby grass with bracken and brambles. The field boundary is not shown on the c 1891 and 1909 OS maps (Figs 2 and 3) so is of early or mid 20<sup>th</sup> century date and possibly contemporary with the Reading Room.

Groundworks for the formation level of the site were observed; the ground rises gradually to the north so the excavations cut into the slope, the depth at the south end nearest the Reading Room being 0.005m and the depth at the north end 1.005m. The topsoil was loose dark grey and dark brown slightly peaty sand 0.2 deep, deepening to 0.4m below the central hedge (1), overlying layers of loose sand with a cumulative depth of 0.8m deep (layers 2 -5), the sand overlay an undulating buried soil, firm dark brown sandy clay 0.15m deep (6) which in turn overlay the natural bedrock which was weathered and decayed granite (7). The depth of the layer varied across the site, so that in some places the sand was deeper and the buried soil much thinner (Figs 13 and 14). The layers are described in Appendix 1: List of contexts.

The buried soil was assessed as having limited potential for paleoenvironmental sampling and did not contain any readily apparent material that was suitable for radiocarbon dating. The potential for Optically Stimulated Luminescence (OSL) dating was also considered, this technique is excellent in some circumstances but the error is large for some periods so it will not always give precise dates/time periods for accumulation. There is a better chance of useful OSL results for some periods if can be used in conjunction with other forms of dating in a stratigraphic sequence.

No archaeological features were uncovered and there were no finds, not even a single piece of modern china. An interesting feature was the presence of number of random medium to large sized weathered stones in layer (4) (up to 0.35m by 0.2m by 0.16m in size) as well as smaller cobbles. The stones did not have any structure and presumably were brought onto the site during the storm that deposited the sand

## **7 Conclusions/discussion**

Describing his visit to St Martin's in 1752 the antiquarian William Borlase wrote 'This Island seems to have been entirely cultivated in former times, for every where as we went (through the whole length of it) we could trace Hedges so plainly crossing the ridge, and descending to the Sea on either hand of us, that there can be no doubt but that the land was inclosed and divided into fields anciently, though now for the most part incapable of cultivation, because overrun as it is with sand, the soil is quite buried: the present fields are very small, lying towards the South from the decline of the Hill to the edge of the water, but the higher parts are all one Common, the surface being either too stony and shallow to make arable ground, or covered with sand blown in from some Northern Coves below; however, what has suffered so much from the sand in former ages has in length of time contracted soil enough to form a turfy pasture on which the inhabitants keep many sheep, the sheep-run being two miles long, but below this Turf, there is nothing but sand for a great depth' (Borlase 1756, 53).

Borlase also noted that there were historical records describing a number of storm-surges in the Scilly during 1703 and 1744 (Borlase 1758), while OSL dating of marine and aeolian deposits in the vicinity of Big Pool, St Agnes has led to the suggestion that

they were the result of tsunami created by the Lisbon earthquake of 1755 (Banerjee *et al* 2001). Storm surges are thought to be short-wavelength phenomena whereas tsunamis have very long wavelengths, and while storm surges cause beach erosion and deposit coarse clastic detritus, tsunamis are constructive waves and are associated with the deposition of large volumes of sand (*ibid* 718).

In addition to the new Community Centre site, deep deposits of sand have been recorded at other sites on high points of St Martin's as well as at more low-lying sites. At the site of Knackyboy Carn (NGR SV 92360 15860) test pits revealed layers of windblown sand over 1m deep. The distribution of the sand deposits suggested that the material was carried up on to the summit by high winds and deposited at the top of the slope as turbulence reduces the wind speed and its carrying capacity (Mulville *et al* 21).

During a recent watching brief on the site of new chalet at Sandy Lane, Middle Town St Martin's layers of sand 1.5m deep with dark bands representing vegetation horizons were recorded. Samples of the sand were taken for OSL analyses and hopefully the awaited results will elucidate the chronology of sand deposition on St Martin's (Sawyer 2011)

## **8 References**

### **8.1 Primary sources**

Ordnance Survey, c 1891. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c 1909. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

### **8.2 Publications**

Banerjee, D, Murray, A S, and Foster, A D L, 2001. Scilly Isles, UK: optical dating of a possible tsunami deposit, *Quaternary Science Review*, **20**, 715-8

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Nance, B, 1932. St Martin's, *The Scillonian VI, 31* (September 1932), 100-103

Sawyer, K, 2011. *Sandy Lane Chalet, Middle Town, St Martin's, isles of Scilly: archaeological recording*, St Mary's (Katharine Sawyer)

### **8.3 Websites**

[www.stmartinshall.co.uk](http://www.stmartinshall.co.uk) St Martin's Community Centre website

## **9 Project archive**

The HE project number is 146162

The project's photographic and digital 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 and copies of documentary/cartographic source material (file no 146162).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 716).
3. Black and white photographs archived under index number GBP 2264
4. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Martin's Community Centre
5. English Heritage/ADS OASIS online reference: cornwall2-137989

This report text is held in digital form as: ..\HE Projects\Sites\Scilly\Sites Q-T\St Martin's\St Martin's Community Centre

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.

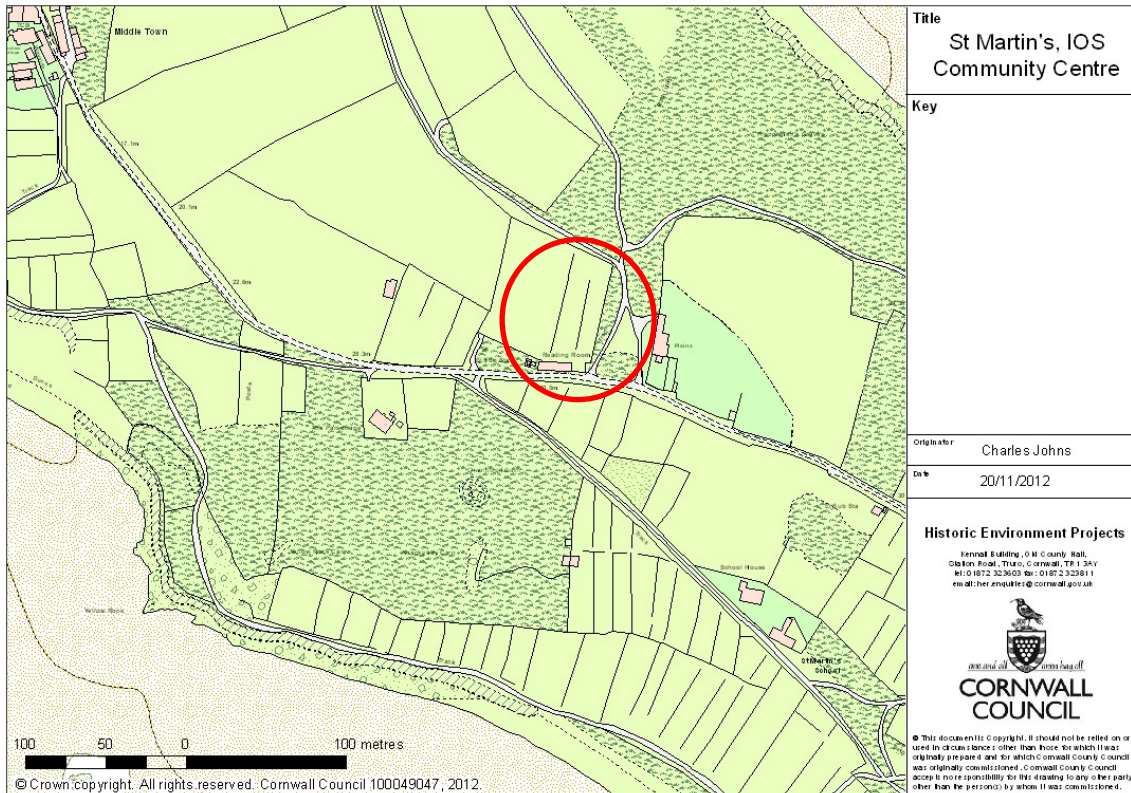


Fig 1 Location map

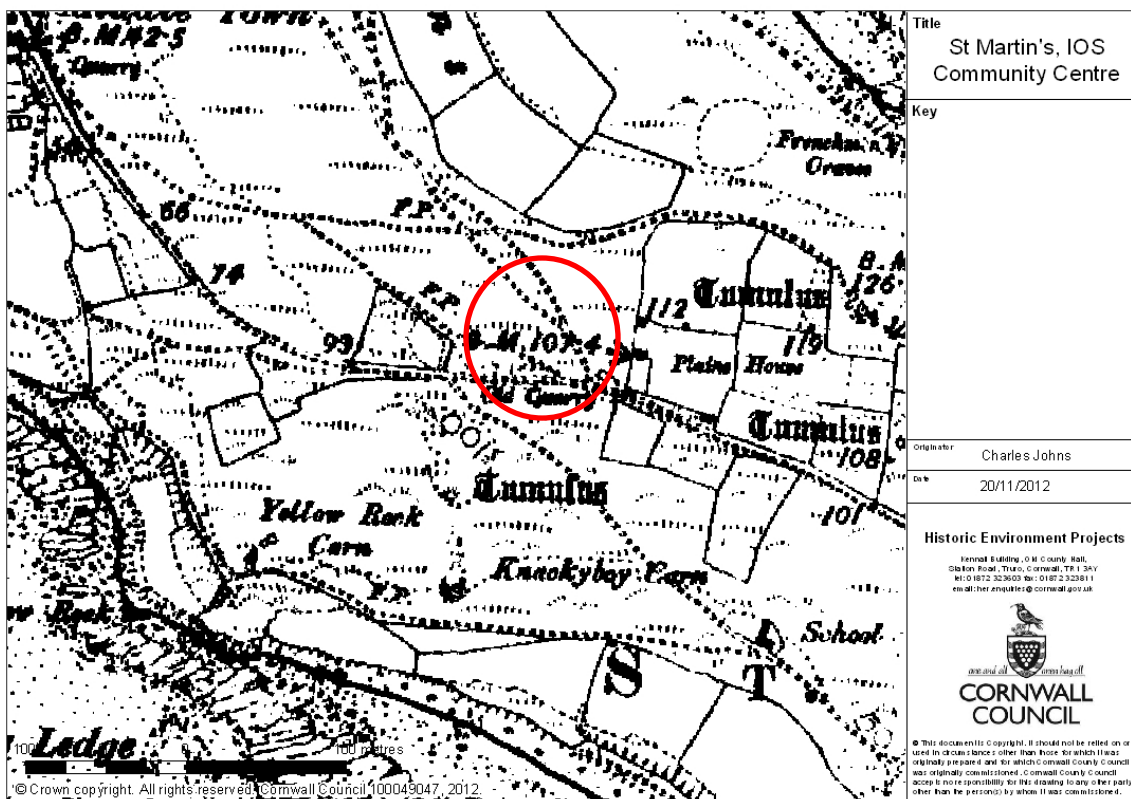


Fig 2 First Edition of the Ordnance Survey 25 Inch Map c 1891

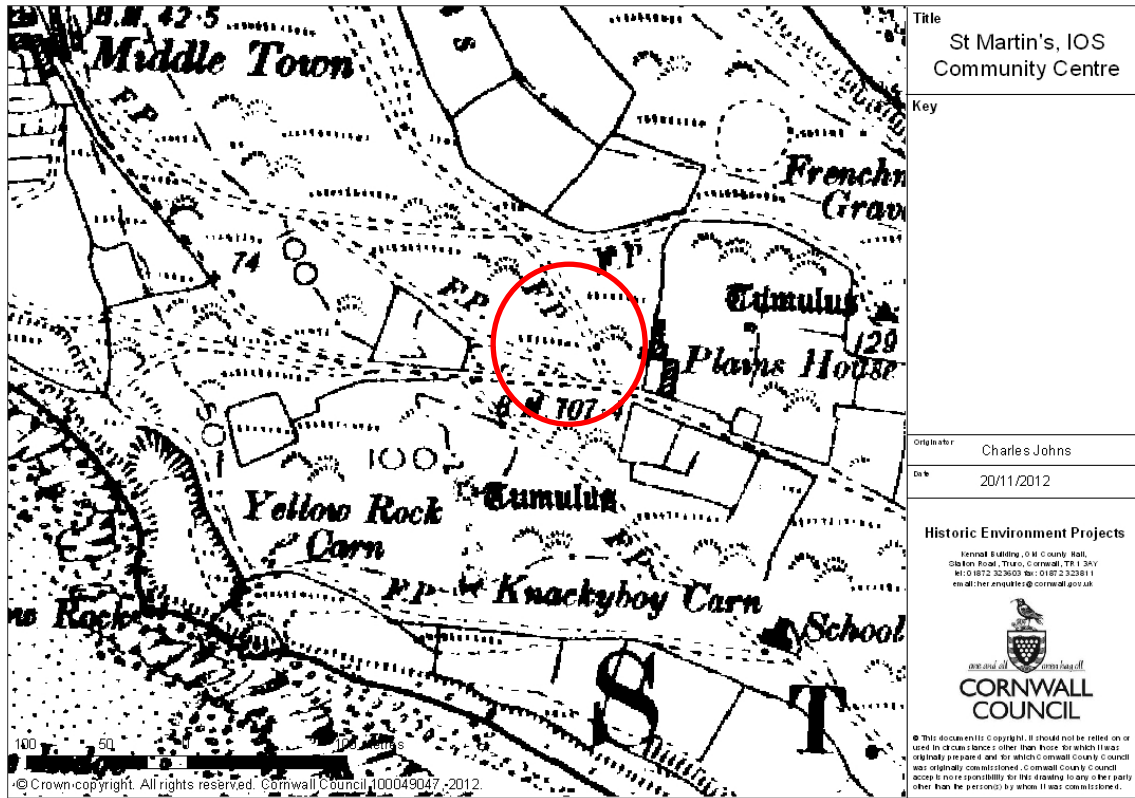


Fig 3 Second Edition of the Ordnance Survey 25 Inch Map, c1909

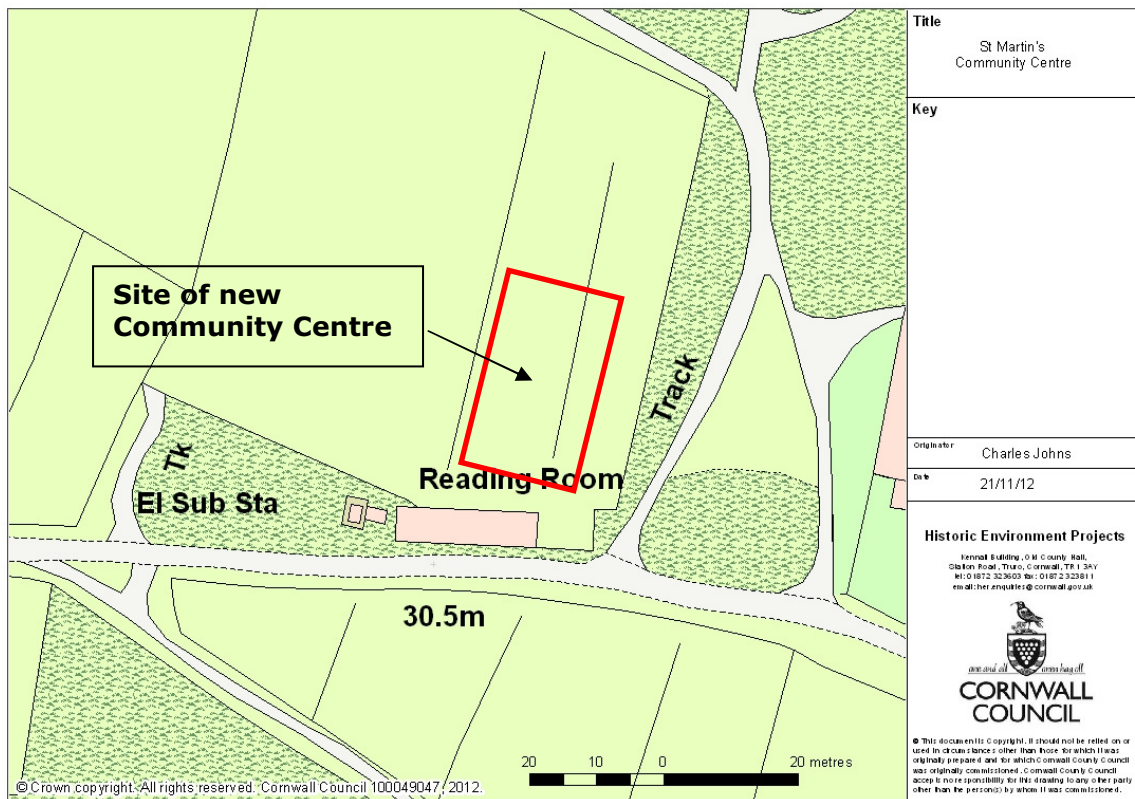


Fig 4 Site plan



*Fig 5 Opening of the Reading Room in 1932 ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk))*



*Fig 6 Opening the extension in 1985 (from display of photos at the Methodist chapel)*



Fig 7 Front (south) elevation 1 October 2012 (photo: Katharine Sawyer)



Fig 8 West elevation 1 October 2012 (photo: Katharine Sawyer)





*Fig 9 East elevation, 1 October 2012 (photo: Katharine Sawyer)*



*Fig 10 Badge above door, 1 October 2012 (photo: Katharine Sawyer)*



Fig 11 Interior, west end, 1 October 2012 (photo: Katharine Sawyer)



Fig 12 Interior, east end, 1 October 2012 (photo: Katharine Sawyer)



Fig 13 The site during soil stripping, 6 November 2012 (photo: Cornwall Council)

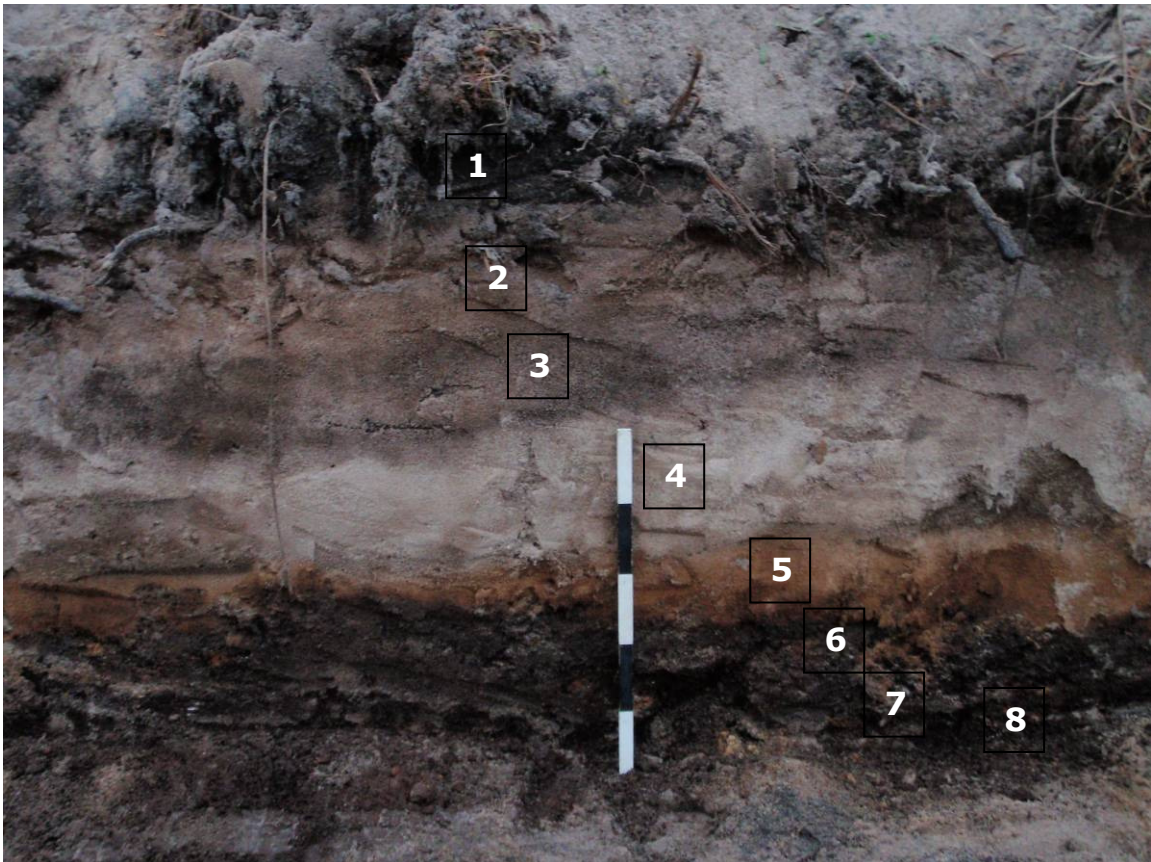


Fig 14 Representative site stratigraphy, 6 November 2012, see Appendix 1 for descriptions (photo: Cornwall Council)

## **Appendix 1 List of Contexts**

<b>Context</b>	<b>Type</b>	<b>Description</b>
(1)	Deposit	Loose dark grey sand and dark brown sand slightly peaty, 0.2-0.4m deep, very frequent roots
(2)	Deposit	Loose pale brown sand 0.12m deep
(3)	Deposit	Loose pale grey sand, 0.16m deep
(4)	Deposit	Loose pale brown/pale grey/white sand with grey sand inclusions and occasional small to medium sized weathered stones
(5)	Deposit	Loose dark yellowish brown sand, becoming lighter towards the top, 0.12m deep
(6)	Deposit	Loose dark brown sand, 0.05m deep
(7)	Deposit	Firm dark brown sandy clay, 0.15m deep, undulating depth varies – buried soil
(8)	Undisturbed natural	Weathered and decayed granite with compacted brown sandy clay in pockets

## Appendix 2: Brief for Archaeological Recording

**Date:** 10<sup>th</sup> April 2012

**Site:** Land rear of Reading Room, Middle Town, St Martins, Isles of Scilly

**Application:** P-10-80

**HBSMR:** CCO4982

**Applicant:** Mr Keith Bradford, St Martins Community Centre Committee, c/o Apple Tree Cottage, St Martins, Isles of Scilly TR25 0QW

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

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**Local Planning Authority Officer:** Craig Dryden, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

t. 01720 424350 e. cdryden@scilly.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 condition 11 of planning application P-10-80.

#### **2 Site Location and Description**

- 2.1 The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **3 Planning Background**

- 3.1 Planning application P-10-80 was submitted on the 19<sup>th</sup> of August and was for the erection of a new community centre. This application has been approved subject to 12 conditions. Condition 11 states:
  - 3.2 *No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*
  - 3.3 *Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains an to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*
- 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 Historic Building/Structure Background**

- 4.1 The existing Reading Room is considered an important element of St Martins history and worthy of recording prior to works.

## 5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## 6 Requirement for Work

### 6.1 Building Recording

- 6.1.1 In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder should aim to achieve a level of descriptive record somewhere between 'Levels 2 and 3' as described by the EH document '*Understanding Historic Buildings*' (2006). The record will need to consider:

- Site layout and organisation
- Character
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

### 6.2 Archaeological Recording

- 6.2.1 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.

- 6.2.2 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

## 7 General Methodology

- 7.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 7.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 7.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 7.4 All of the latest Health and Safety guidelines shall be followed on site.

7.5 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.

7.6 Terminology will be consistent with the English Heritage Thesaurus.

## **8 Building Recording Methodology**

8.1 Prior to the commencement of on site works the historic building 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.

8.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.

8.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures. This should include both external and internal coverage with black and white contact prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **9 Archaeological Recording Methodology**

9.1 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).

9.2 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.

9.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## **10 Finds**

10.1 All finds, where appropriate, will be retained from each archaeological context excavated.

10.2 All finds, where appropriate, shall be washed.

10.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

10.4 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.

10.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.

- 10.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 10.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 10.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 10.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **11 Human Remains**

- 11.1 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.
- 11.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 11.3 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.

## **12 Results Building Recording**

- 12.1 The full report including any specialist assessments 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 12.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 12.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 12.4 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 recording. All plans shall be tied to the national grid.
  - Any specialist reports and assessments.
  - A summary of the archive contents and date of deposition.
  - A copy of the brief and the approved WSI will be included as an appendix.
- 12.5 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.

## **13 Results Archaeological Recording**

- 13.1 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 13.2 This report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation.



13.3 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.

13.4 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 the receipt of the report.

**14 Archive Deposition**

14.1 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 Isles of Scilly Museum. Please check the accessioning and deposition requirements for the Isles of Scilly Museum.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

14.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

14.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

14.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

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

14.6 Only on completion of 14.1 to 14.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

**15 Monitoring**

15.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

15.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

15.3 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**

### **St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording**

Client: St Martin's Community Centre Committee

Client contact: Paul Osborne

Client email: [paul@sailscilly.com](mailto:paul@sailscilly.com)

#### **Project background**

Planning application P-10-80 was submitted on 19 August 2011 and was for the erection of a new community centre on St Martin's. This application was approved subject to 12 conditions. Condition 11 states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the St Martin's Community Centre Committee. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012).

#### **Site location and description**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **Historic building/structure background**

The existing Reading Room, built by the island residents in 1933, is considered an important element of St Martins history and worthy of recording prior to works.

#### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land*

*use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **Aims and objectives**

### ***Building recording***

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document '*Understanding Historic Buildings*' (2006b). The record will consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status

Date/period of initial build and subsequent alterations

### ***Archaeological recording***

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, 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 the area from any archaeological remains encountered

### **Working methods**

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

### ***Desk-based assessment***

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

### ***Building recording***

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b). It will comprise a walk-over, photographic survey and the production of building descriptions.

### *Fieldwork: photographic recording*

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- examples of structural and architectural detail.

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

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

### *Fieldwork: description*

Brief analysis of the building fabric will be undertaken on site (recorded as notes and annotations to existing architect's measured drawings).

### **Archaeological recording**

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

### *Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- 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. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.

- The excavated spoil will be carefully 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 will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used 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 retained from each archaeological context excavated.
- 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.
- This WSI includes an agreed 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, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling

- Monolith sampling
- Macro & Micro Flora Analysis (including pollen analysis)
- Macro & Micro Fauna Analysis
- Radiocarbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and 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**

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

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **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 of building recording - A concise non-technical summary of the results including building recording descriptions
- Results of archaeological - 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 Brief and WSI, context register
- Illustrations
  - Location map
  - Site location plan
  - A drawing showing those areas examined as part of the archaeological watching
  - 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 is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and 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 Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

### **Timetable**

The study is anticipated to be commenced during July 2012.

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

### **Project team**

#### **HE Projects**

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

The watching brief will be carried by Katharine Sawyer or by suitably qualified staff from HE Projects.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**.

**Katharine Sawyer MA** is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement



of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south-west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent the University of Waikato.

### **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, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### ***Contract***

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### ***Project staff***

The project will be managed by Charlie Johns 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.

### ***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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

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*21 June 2012*

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# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**





## **New Community Centre St Martin's, Isles of Scilly**

### **Historic building record and watching brief**

<b>Client</b>	<b>St Martin's Community Centre Committee</b>
<b>Report Number</b>	<b>2012R082</b>
<b>Date</b>	<b>12/12/2012</b>
<b>Status</b>	<b>Final</b>
<b>Report author(s)</b>	<b>Charles Johns and Katharine Sawyer</b>
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## **Acknowledgements**

This study was commissioned by St Martin's Community Centre Committee and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Charles Johns, who also carried out the watching brief. The historic building record was undertaken by Katharine Sawyer.

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

## **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.



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

## **Cover illustration**

Reading Room, St Martin's, September 2012 (photo: Katharine Sawyer)

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## **Abbreviations**

- EH          English Heritage
- HER        Cornwall and the Isles of Scilly Historic Environment Record
- HE          Historic Environment, Cornwall Council
- NGR        National Grid Reference
- OS          Ordnance Survey

## **1 Summary**

This report describes the results of historic building recording of the Reading Room on St Martin's, Isles of Scilly and an archaeological watching brief during groundworks for the construction of the new Community Centre. The work was commissioned by the St Martin's Reading Room Committee and carried out by Historic Environment Projects, Cornwall Council with local archaeologist Katharine Sawyer to satisfy a planning condition

The historic building survey was carried out on 1 October and the watching brief on 6 and 7 November 2012. The site was covered by layers of sand with a cumulative depth of 0.8m, overlying an undulating layer of buried soil and natural granite bedrock. No features of archaeological significance were uncovered and the site was devoid of finds of any sort.



## 2 Introduction

### 2.1 Project background

Planning application P-10-80 for the erection of a new Community Centre on St Martin's was submitted on 19 August 2011. This application was approved subject to a number of conditions including Condition 11 which states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

In May 2012 Historic Environment Projects, Cornwall Council (HE Projects) were commissioned by the St Martin's Community Centre Committee to undertake historic building and archaeological recording to satisfy the planning condition.

The work was carried out in October and November 2012 according to a Written Scheme of Investigation (WSI) prepared by HE Projects (Johns 2012) (Appendix 3) based on a Brief outlining the minimum requirements for archaeological recording produced by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which set out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012) (Appendix 2).

### 2.2 Aims

#### 2.2.1 Historic building recording

The aim of the historic building recording was to make a photographic and descriptive record of the existing Reading Room, taking into account:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations.

#### 2.2.2 Archaeological recording

The site specific aims were 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 area from any archaeological remains encountered.

## **2.3 Methods**

The work was carried out according to the methodology set out in the WSI.

### **2.3.1 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:

- Scilly HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 8.1)
- Published histories (see Section 8.2)

### **2.3.2 Building survey fieldwork**

A visit to the Reading Room was undertaken by Katharine Sawyer on 1 October 2012, to undertake the equivalent of a Level 2 historic building record (a photographic and descriptive record).

Detailed notes were taken of architectural features in the interior of the Reading Room, as well as information on the exterior elevations.

Photography was a primary recording medium. Archive quality (monochrome film-based) photographs were taken with a 35mm SLR camera fitted with appropriate lenses. Digital photographs were taken for illustrative purposes.

### **2.3.3 Archaeological fieldwork**

A mini-digger provided by the building contractor stripped topsoil and subsoil to formation level for the new building under archaeological supervision. All stratified deposits were given a unique context number (Appendix 1) and recorded on a section drawing. Colour digital photographs were taken of the work in progress.

### **2.3.4 Post-fieldwork**

The monochrome photos were processed by a photographic laboratory and the results output as a conventional contact sheet as well as scanning to CDR. Digital photos were processed using Adobe Photoshop Elements software. A selection of representative photos has been included in this report.

## **3 Location and setting**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum (Figs 1 and 4).

## **4 Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records numerous archaeological sites in the vicinity of the new Community Centre site including the Scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been*

*excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **5 Building description and history (Figs 5-12)**

St Martin's Reading Room was constructed, by the men and boys of St Martin's, in 1932 (Nance 1932). Its purpose was 'to provide social intercourse, rational recreation and the other advantages of a club' ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The opening, on 1 August 1932, was celebrated with a sumptuous tea, whist drive and dance (Fig 5).

The original building measured 15.1m long and 5.3m wide and consisted of a main hall measuring 12.1m by 5.3m and two small rooms of 3m by 2m each, on either side of the entrance passageway at the eastern end of the building. These are shown as a cloakroom and kitchen on the 1985 plan. As well as the door in the east wall, there was one at the western end of the south wall. There were four windows in both the north and south walls, the most easterly of them being in the small rooms at the eastern end, the others in the main hall.

The walls were of shuttered concrete without foundations or a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)) and the building took eleven weeks to construct, skilled assistance being provided by a builder from St Erth, Cornwall (Nance 1932, 101).

In 1985 permission was granted by the Duchy of Cornwall for the building to be extended by 6.1m at the western end to provide a larger kitchen, a chair store, male and female toilets and a cupboard. A new doorway was cut in the western wall to give access to this area and there were windows in the north and south walls of the extension as well as two high up in the new western wall. A fete was held to raise money for the project and this still continues. A small grant was obtained from the Rural Development Commission and the Chairman at that time, Lord Vinson of Roddam-Dene, laid the foundation stone (Fig 6).

The plan of the extension shows that the walls had foundations and a damp proof course and were constructed of concrete blocks, rendered on the outside and with a cavity lined with polystyrene. The roof was of corrugated bitumen. The cupboard between the toilets was not constructed nor was a doorway inserted between the chair store and the lobby giving access to the toilets. The positions of the female and male toilets were reversed. In all other respects the building conforms to the 1985 plans of the proposed extension. The chair store has subsequently been used as the doctor's surgery.

The original reading room had wooden framed sash windows, those on the southern (road) side being replaced by uPVC double-glazed sash windows. The extension had wood framed sash windows on the north and south sides whilst those in the west wall were top-hung horizontal wood framed. The external windowsills are all concrete and both the external doors have concrete slabs outside them. The main entrance, at the eastern end of the building, has a concrete moulded plaque above it, with a shield showing the Prince of Wales's feathers (Fig 10). The plaque and the feathers were painted white and the shield pale blue. A concrete path ran from the road to the main entrance, flanked at the roadside by stone gateposts.

The internal walls were plastered and there was wooden tongue and groove panelling, to a height of 1.1m, on the walls of the original structure. This survived in the entrance passageway, the small room to the north of it and the main hall. The room on the southern side had no panelling but it seems likely that this was removed as there is a

reference to the panelling rotting due to the lack of a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The entrance passageway, the small rooms on either side of it and the extension all have solid floors but the main hall has wooden floorboards.

## **6 Watching brief results**

The development site is located at the rear of the Reading Room and was 29m long (from the back wall of the Reading Room) and 16m wide. It is located in a small field enclosed on three sides by single stone wall with mature soft hedges on the inside. The field was subdivided by a soft hedge of mature euonymus and was presumably used for flower growing, although currently scrubby grass with bracken and brambles. The field boundary is not shown on the c 1891 and 1909 OS maps (Figs 2 and 3) so is of early or mid 20<sup>th</sup> century date and possibly contemporary with the Reading Room.

Groundworks for the formation level of the site were observed; the ground rises gradually to the north so the excavations cut into the slope, the depth at the south end nearest the Reading Room being 0.005m and the depth at the north end 1.005m. The topsoil was loose dark grey and dark brown slightly peaty sand 0.2 deep, deepening to 0.4m below the central hedge (1), overlying layers of loose sand with a cumulative depth of 0.8m deep (layers 2 -5), the sand overlay an undulating buried soil, firm dark brown sandy clay 0.15m deep (6) which in turn overlay the natural bedrock which was weathered and decayed granite (7). The depth of the layer varied across the site, so that in some places the sand was deeper and the buried soil much thinner (Figs 13 and 14). The layers are described in Appendix 1: List of contexts.

The buried soil was assessed as having limited potential for paleoenvironmental sampling and did not contain any readily apparent material that was suitable for radiocarbon dating. The potential for Optically Stimulated Luminescence (OSL) dating was also considered, this technique is excellent in some circumstances but the error is large for some periods so it will not always give precise dates/time periods for accumulation. There is a better chance of useful OSL results for some periods if can be used in conjunction with other forms of dating in a stratigraphic sequence.

No archaeological features were uncovered and there were no finds, not even a single piece of modern china. An interesting feature was the presence of number of random medium to large sized weathered stones in layer (4) (up to 0.35m by 0.2m by 0.16m in size) as well as smaller cobbles. The stones did not have any structure and presumably were brought onto the site during the storm that deposited the sand

## **7 Conclusions/discussion**

Describing his visit to St Martin's in 1752 the antiquarian William Borlase wrote 'This Island seems to have been entirely cultivated in former times, for every where as we went (through the whole length of it) we could trace Hedges so plainly crossing the ridge, and descending to the Sea on either hand of us, that there can be no doubt but that the land was inclosed and divided into fields anciently, though now for the most part incapable of cultivation, because overrun as it is with sand, the soil is quite buried: the present fields are very small, lying towards the South from the decline of the Hill to the edge of the water, but the higher parts are all one Common, the surface being either too stony and shallow to make arable ground, or covered with sand blown in from some Northern Coves below; however, what has suffered so much from the sand in former ages has in length of time contracted soil enough to form a turfy pasture on which the inhabitants keep many sheep, the sheep-run being two miles long, but below this Turf, there is nothing but sand for a great depth' (Borlase 1756, 53).

Borlase also noted that there were historical records describing a number of storm-surges in the Scilly during 1703 and 1744 (Borlase 1758), while OSL dating of marine and aeolian deposits in the vicinity of Big Pool, St Agnes has led to the suggestion that



they were the result of tsunami created by the Lisbon earthquake of 1755 (Banerjee *et al* 2001). Storm surges are thought to be short-wavelength phenomena whereas tsunamis have very long wavelengths, and while storm surges cause beach erosion and deposit coarse clastic detritus, tsunamis are constructive waves and are associated with the deposition of large volumes of sand (*ibid* 718).

In addition to the new Community Centre site, deep deposits of sand have been recorded at other sites on high points of St Martin's as well as at more low-lying sites. At the site of Knackyboy Carn (NGR SV 92360 15860) test pits revealed layers of windblown sand over 1m deep. The distribution of the sand deposits suggested that the material was carried up on to the summit by high winds and deposited at the top of the slope as turbulence reduces the wind speed and its carrying capacity (Mulville *et al* 21).

During a recent watching brief on the site of new chalet at Sandy Lane, Middle Town St Martin's layers of sand 1.5m deep with dark bands representing vegetation horizons were recorded. Samples of the sand were taken for OSL analyses and hopefully the awaited results will elucidate the chronology of sand deposition on St Martin's (Sawyer 2011)

## **8 References**

### **8.1 Primary sources**

Ordnance Survey, c 1891. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c 1909. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

### **8.2 Publications**

Banerjee, D, Murray, A S, and Foster, A D L, 2001. Scilly Isles, UK: optical dating of a possible tsunami deposit, *Quaternary Science Review*, **20**, 715-8

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Markham, P, 2012. *Brief for Archaeological Recording, Land rear of Reading Room, Middle Town, St Martin's, Isles of Scilly*, Cornwall Council

Mulville, J A, Dennis, I, Johns, C, Mills, S, Pannett, A, and Young, T, 2007. Islands in a Common Sea: archaeological fieldwork in the Isles of Scilly 2006 (St Mary's and St Martin's, *Cardiff Studies in Archaeology Specialist Rep No 27*

Nance, B, 1932. St Martin's, *The Scillonian* **VI, 31** (September 1932), 100-103

Sawyer, K, 2011. *Sandy Lane Chalet, Middle Town, St Martin's, isles of Scilly: archaeological recording*, St Mary's (Katharine Sawyer)

### **8.3 Websites**

[www.stmartinshall.co.uk](http://www.stmartinshall.co.uk) St Martin's Community Centre website

## **9 Project archive**

The HE project number is 146162

The project's photographic and digital 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 and copies of documentary/cartographic source material (file no 146162).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 716).
3. Black and white photographs archived under index number GBP 2264
4. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Martin's Community Centre
5. English Heritage/ADS OASIS online reference: cornwall2-137989

This report text is held in digital form as: ..\HE Projects\Sites\Scilly\Sites Q-T\St Martin's\St Martin's Community Centre

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.

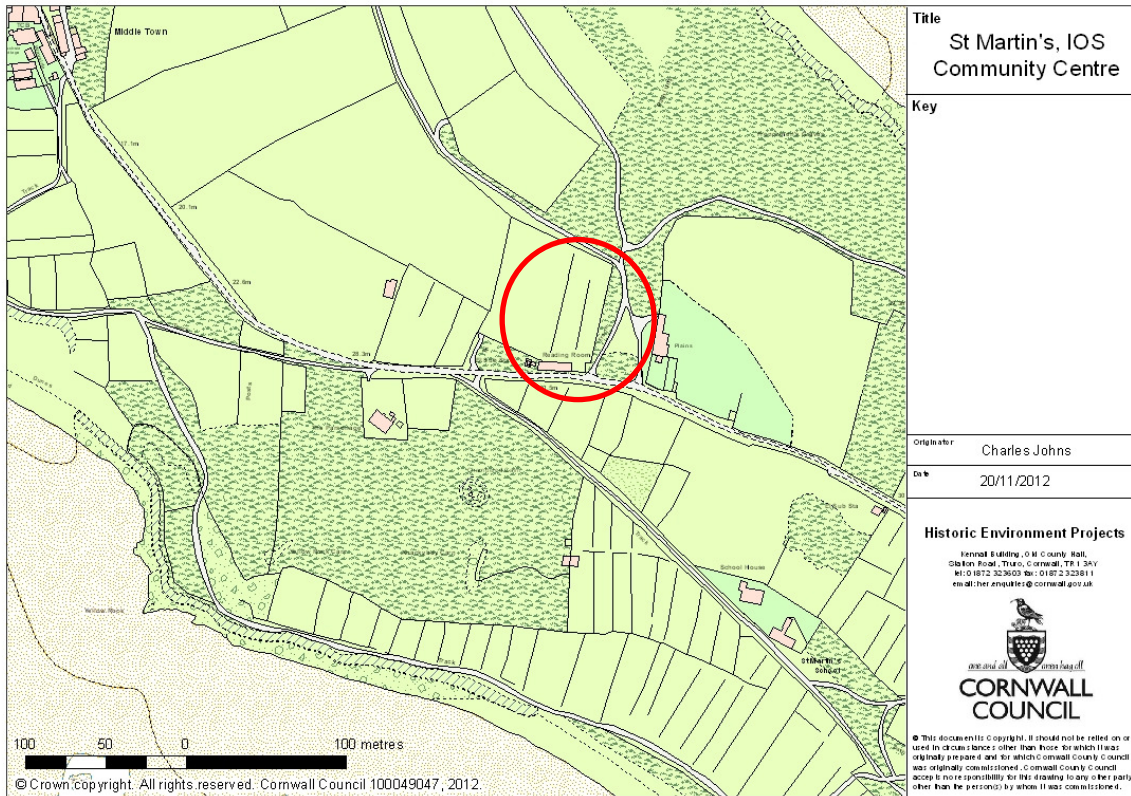


Fig 1 Location map

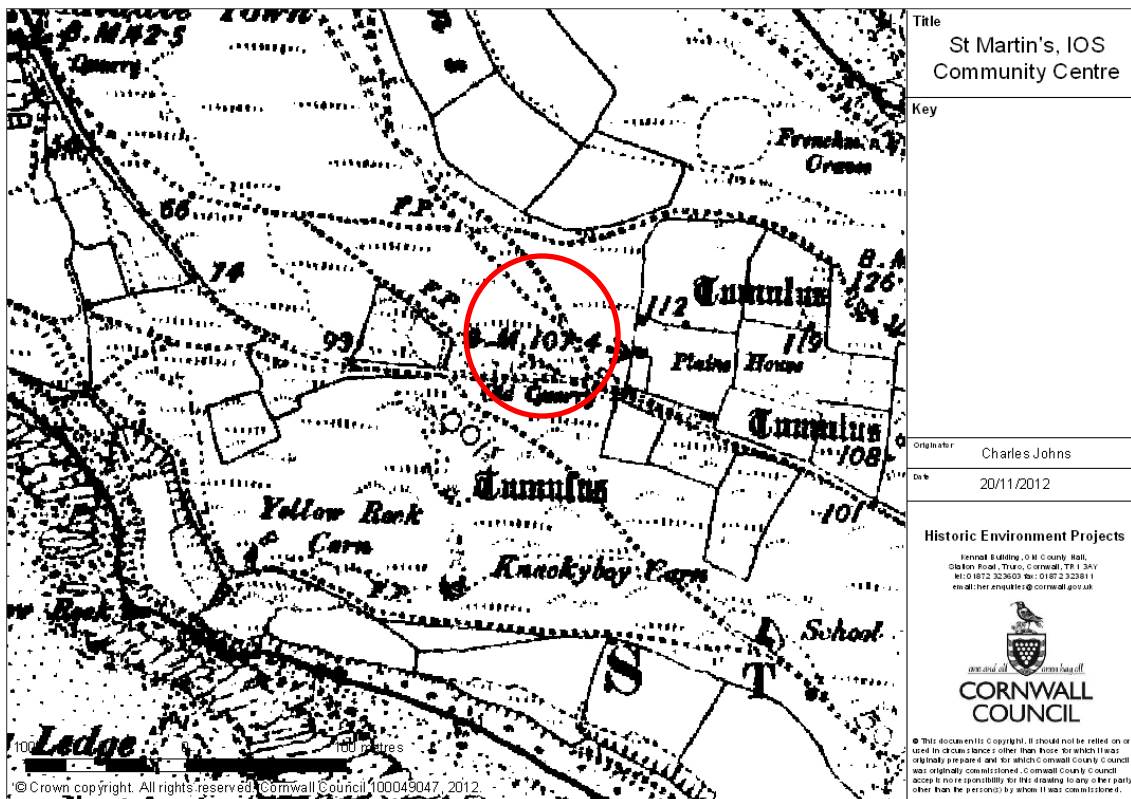


Fig 2 First Edition of the Ordnance Survey 25 Inch Map c 1891

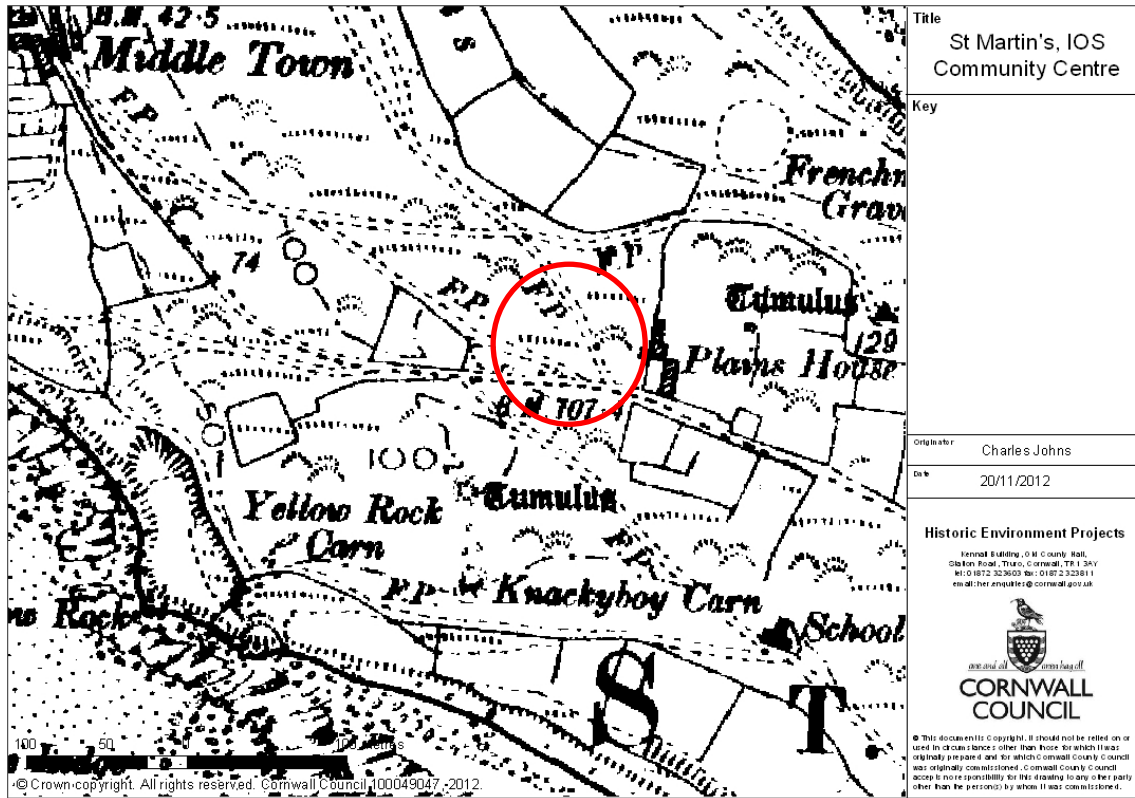


Fig 3 Second Edition of the Ordnance Survey 25 Inch Map, c1909

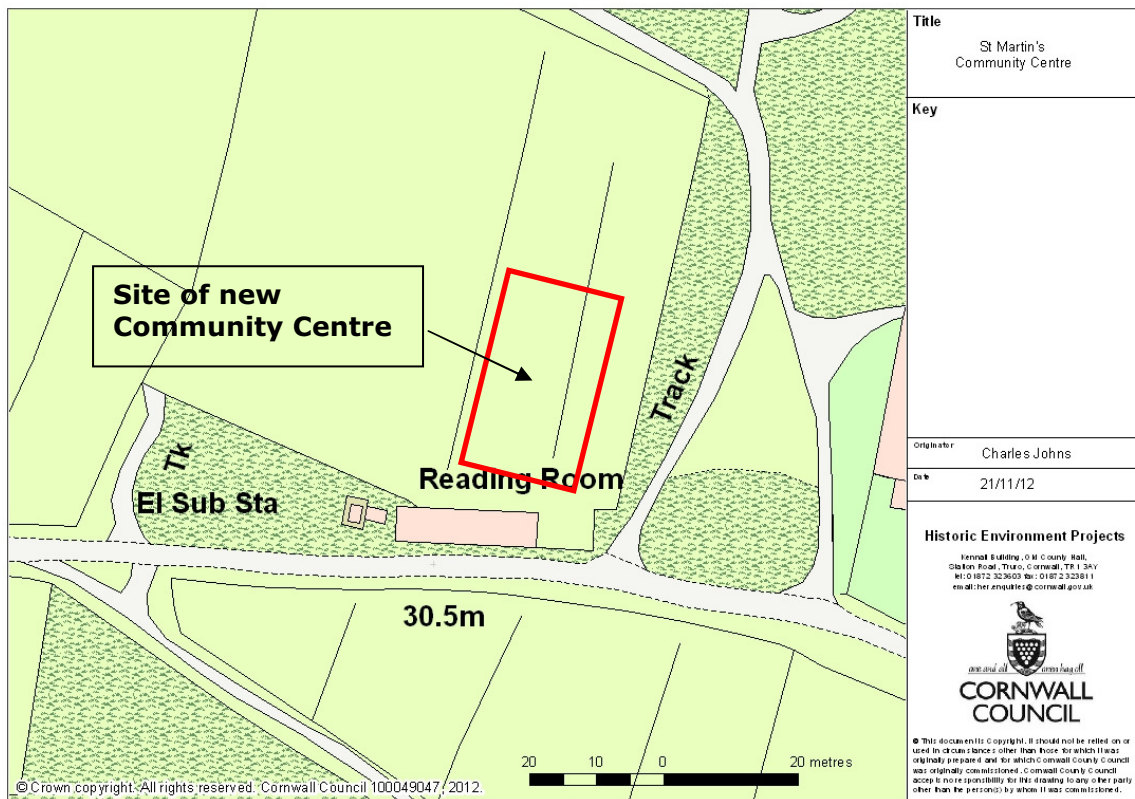


Fig 4 Site plan



*Fig 5 Opening of the Reading Room in 1932 ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk))*



*Fig 6 Opening the extension in 1985 (from display of photos at the Methodist chapel)*



Fig 7 Front (south) elevation 1 October 2012 (photo: Katharine Sawyer)



Fig 8 West elevation 1 October 2012 (photo: Katharine Sawyer)



*Fig 9 East elevation, 1 October 2012 (photo: Katharine Sawyer)*



*Fig 10 Badge above door, 1 October 2012 (photo: Katharine Sawyer)*



Fig 11 Interior, west end, 1 October 2012 (photo: Katharine Sawyer)



Fig 12 Interior, east end, 1 October 2012 (photo: Katharine Sawyer)





Fig 13 The site during soil stripping, 6 November 2012 (photo: Cornwall Council)

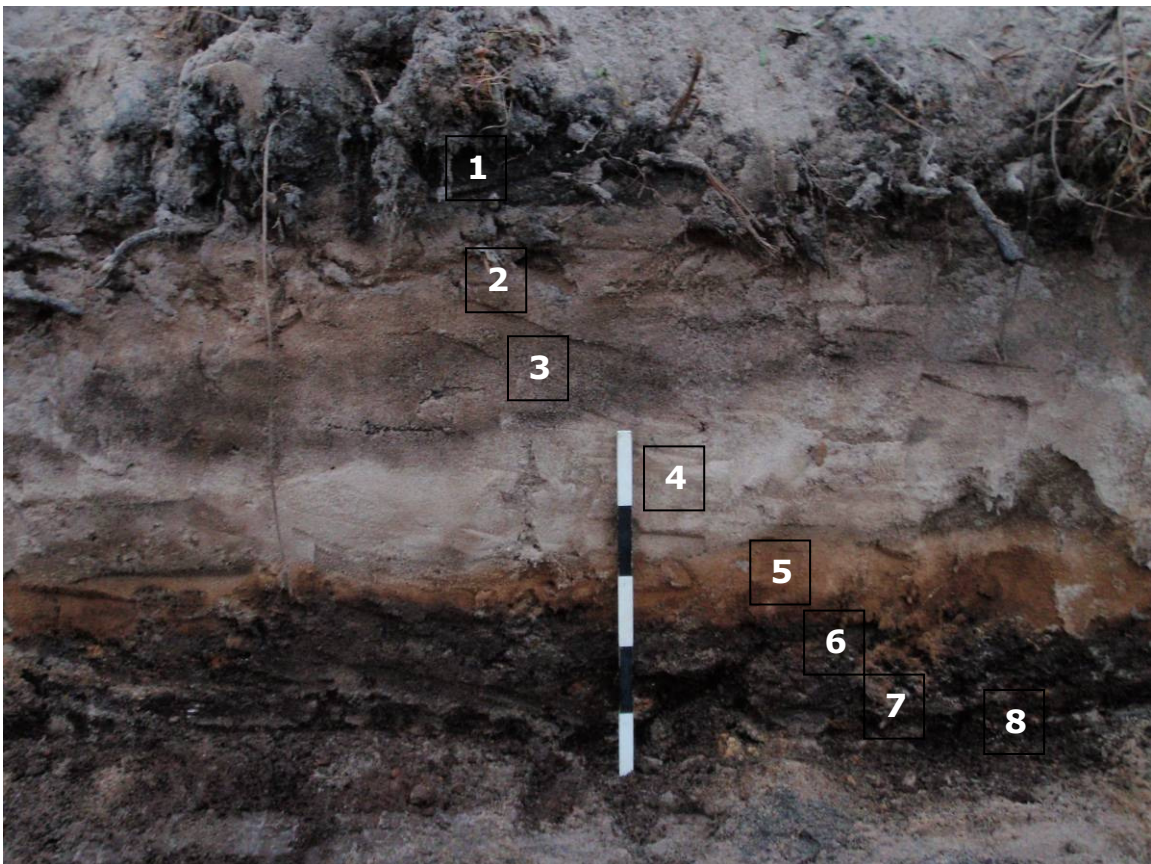


Fig 14 Representative site stratigraphy, 6 November 2012, see Appendix 1 for descriptions (photo: Cornwall Council)

## **Appendix 1 List of Contexts**

<b>Context</b>	<b>Type</b>	<b>Description</b>
(1)	Deposit	Loose dark grey sand and dark brown sand slightly peaty, 0.2-0.4m deep, very frequent roots
(2)	Deposit	Loose pale brown sand 0.12m deep
(3)	Deposit	Loose pale grey sand, 0.16m deep
(4)	Deposit	Loose pale brown/pale grey/white sand with grey sand inclusions and occasional small to medium sized weathered stones
(5)	Deposit	Loose dark yellowish brown sand, becoming lighter towards the top, 0.12m deep
(6)	Deposit	Loose dark brown sand, 0.05m deep
(7)	Deposit	Firm dark brown sandy clay, 0.15m deep, undulating depth varies – buried soil
(8)	Undisturbed natural	Weathered and decayed granite with compacted brown sandy clay in pockets

## Appendix 2: Brief for Archaeological Recording

**Date:** 10<sup>th</sup> April 2012

**Site:** Land rear of Reading Room, Middle Town, St Martins, Isles of Scilly

**Application:** P-10-80

**HBSMR:** CCO4982

**Applicant:** Mr Keith Bradford, St Martins Community Centre Committee, c/o Apple Tree Cottage, St Martins, Isles of Scilly TR25 0QW

**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:** Craig Dryden, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

t. 01720 424350 e. cdryden@scilly.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 condition 11 of planning application P-10-80.

#### **2 Site Location and Description**

- 2.1 The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **3 Planning Background**

- 3.1 Planning application P-10-80 was submitted on the 19<sup>th</sup> of August and was for the erection of a new community centre. This application has been approved subject to 12 conditions. Condition 11 states:
  - 3.2 *No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*
  - 3.3 *Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains an to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*
- 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 Historic Building/Structure Background**

- 4.1 The existing Reading Room is considered an important element of St Martins history and worthy of recording prior to works.

## 5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## 6 Requirement for Work

### 6.1 Building Recording

- 6.1.1 In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder should aim to achieve a level of descriptive record somewhere between 'Levels 2 and 3' as described by the EH document 'Understanding Historic Buildings' (2006). The record will need to consider:

- Site layout and organisation
- Character
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

### 6.2 Archaeological Recording

- 6.2.1 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.

- 6.2.2 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

## 7 General Methodology

- 7.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 7.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 7.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 7.4 All of the latest Health and Safety guidelines shall be followed on site.

7.5 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.

7.6 Terminology will be consistent with the English Heritage Thesaurus.

## **8 Building Recording Methodology**

8.1 Prior to the commencement of on site works the historic building 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.

8.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.

8.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures. This should include both external and internal coverage with black and white contact prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **9 Archaeological Recording Methodology**

9.1 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).

9.2 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.

9.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## **10 Finds**

10.1 All finds, where appropriate, will be retained from each archaeological context excavated.

10.2 All finds, where appropriate, shall be washed.

10.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

10.4 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.

10.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.

- 10.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 10.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 10.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 10.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **11 Human Remains**

- 11.1 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.
- 11.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 11.3 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.

## **12 Results Building Recording**

- 12.1 The full report including any specialist assessments 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 12.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 12.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 12.4 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 recording. All plans shall be tied to the national grid.
  - Any specialist reports and assessments.
  - A summary of the archive contents and date of deposition.
  - A copy of the brief and the approved WSI will be included as an appendix.
- 12.5 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.

## **13 Results Archaeological Recording**

- 13.1 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 13.2 This report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation.

13.3 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.

13.4 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 the receipt of the report.

**14 Archive Deposition**

14.1 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 Isles of Scilly Museum. Please check the accessioning and deposition requirements for the Isles of Scilly Museum.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

14.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

14.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

14.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

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

14.6 Only on completion of 14.1 to 14.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

**15 Monitoring**

15.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

15.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

15.3 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**

### **St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording**

Client: St Martin's Community Centre Committee

Client contact: Paul Osborne

Client email: [paul@sailscilly.com](mailto:paul@sailscilly.com)

#### **Project background**

Planning application P-10-80 was submitted on 19 August 2011 and was for the erection of a new community centre on St Martin's. This application was approved subject to 12 conditions. Condition 11 states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the St Martin's Community Centre Committee. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012).

#### **Site location and description**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **Historic building/structure background**

The existing Reading Room, built by the island residents in 1933, is considered an important element of St Martins history and worthy of recording prior to works.

#### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land*



*use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **Aims and objectives**

### ***Building recording***

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document '*Understanding Historic Buildings*' (2006b). The record will consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status

Date/period of initial build and subsequent alterations

### ***Archaeological recording***

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, 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 the area from any archaeological remains encountered

### **Working methods**

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

### ***Desk-based assessment***

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

### ***Building recording***

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b). It will comprise a walk-over, photographic survey and the production of building descriptions.

### *Fieldwork: photographic recording*

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- examples of structural and architectural detail.

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

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

### *Fieldwork: description*

Brief analysis of the building fabric will be undertaken on site (recorded as notes and annotations to existing architect's measured drawings).

### **Archaeological recording**

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

### *Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- 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. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.

- The excavated spoil will be carefully 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 will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used 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 retained from each archaeological context excavated.
- 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.
- This WSI includes an agreed 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, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling

- Monolith sampling
- Macro & Micro Flora Analysis (including pollen analysis)
- Macro & Micro Fauna Analysis
- Radiocarbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and 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**

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

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **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 of building recording - A concise non-technical summary of the results including building recording descriptions
- Results of archaeological - 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 Brief and WSI, context register
- Illustrations
  - Location map
  - Site location plan
  - A drawing showing those areas examined as part of the archaeological watching
  - 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 is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and 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 Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

### **Timetable**

The study is anticipated to be commenced during July 2012.

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

### **Project team**

#### **HE Projects**

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

The watching brief will be carried by Katharine Sawyer or by suitably qualified staff from HE Projects.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**.

**Katharine Sawyer MA** is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement

of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south-west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent the University of Waikato.

### **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, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### ***Contract***

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### ***Project staff***

The project will be managed by Charlie Johns 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.

### ***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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

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# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**





## **New Community Centre St Martin's, Isles of Scilly**

### **Historic building record and watching brief**

<b>Client</b>	<b>St Martin's Community Centre Committee</b>
<b>Report Number</b>	<b>2012R082</b>
<b>Date</b>	<b>12/12/2012</b>
<b>Status</b>	<b>Final</b>
<b>Report author(s)</b>	<b>Charles Johns and Katharine Sawyer</b>
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## **Acknowledgements**

This study was commissioned by St Martin's Community Centre Committee and carried out by Historic Environment Projects, Cornwall Council.

The Project Manager was Charles Johns, who also carried out the watching brief. The historic building record was undertaken by Katharine Sawyer.

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

## **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.



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

## **Cover illustration**

Reading Room, St Martin's, September 2012 (photo: Katharine Sawyer)

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## **Abbreviations**

- |     |  |
|-----|--|
| EH  | English Heritage   |
| HER | Cornwall and the Isles of Scilly Historic Environment Record |
| HE  | Historic Environment, Cornwall Council                       |
| NGR | National Grid Reference                                      |
| OS  | Ordnance Survey  |



## **1 Summary**

This report describes the results of historic building recording of the Reading Room on St Martin's, Isles of Scilly and an archaeological watching brief during groundworks for the construction of the new Community Centre. The work was commissioned by the St Martin's Reading Room Committee and carried out by Historic Environment Projects, Cornwall Council with local archaeologist Katharine Sawyer to satisfy a planning condition

The historic building survey was carried out on 1 October and the watching brief on 6 and 7 November 2012. The site was covered by layers of sand with a cumulative depth of 0.8m, overlying an undulating layer of buried soil and natural granite bedrock. No features of archaeological significance were uncovered and the site was devoid of finds of any sort.



## 2 Introduction

### 2.1 Project background

Planning application P-10-80 for the erection of a new Community Centre on St Martin's was submitted on 19 August 2011. This application was approved subject to a number of conditions including Condition 11 which states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

In May 2012 Historic Environment Projects, Cornwall Council (HE Projects) were commissioned by the St Martin's Community Centre Committee to undertake historic building and archaeological recording to satisfy the planning condition.

The work was carried out in October and November 2012 according to a Written Scheme of Investigation (WSI) prepared by HE Projects (Johns 2012) (Appendix 3) based on a Brief outlining the minimum requirements for archaeological recording produced by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which set out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012) (Appendix 2).

### 2.2 Aims

#### 2.2.1 Historic building recording

The aim of the historic building recording was to make a photographic and descriptive record of the existing Reading Room, taking into account:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations.

#### 2.2.2 Archaeological recording

The site specific aims were 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 area from any archaeological remains encountered.

## **2.3 Methods**

The work was carried out according to the methodology set out in the WSI.

### **2.3.1 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:

- Scilly HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 8.1)
- Published histories (see Section 8.2)

### **2.3.2 Building survey fieldwork**

A visit to the Reading Room was undertaken by Katharine Sawyer on 1 October 2012, to undertake the equivalent of a Level 2 historic building record (a photographic and descriptive record).

Detailed notes were taken of architectural features in the interior of the Reading Room, as well as information on the exterior elevations.

Photography was a primary recording medium. Archive quality (monochrome film-based) photographs were taken with a 35mm SLR camera fitted with appropriate lenses. Digital photographs were taken for illustrative purposes.

### **2.3.3 Archaeological fieldwork**

A mini-digger provided by the building contractor stripped topsoil and subsoil to formation level for the new building under archaeological supervision. All stratified deposits were given a unique context number (Appendix 1) and recorded on a section drawing. Colour digital photographs were taken of the work in progress.

### **2.3.4 Post-fieldwork**

The monochrome photos were processed by a photographic laboratory and the results output as a conventional contact sheet as well as scanning to CDR. Digital photos were processed using Adobe Photoshop Elements software. A selection of representative photos has been included in this report.

## **3 Location and setting**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum (Figs 1 and 4).

## **4 Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records numerous archaeological sites in the vicinity of the new Community Centre site including the Scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been*

*excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **5 Building description and history (Figs 5-12)**

St Martin's Reading Room was constructed, by the men and boys of St Martin's, in 1932 (Nance 1932). Its purpose was 'to provide social intercourse, rational recreation and the other advantages of a club' ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The opening, on 1 August 1932, was celebrated with a sumptuous tea, whist drive and dance (Fig 5).

The original building measured 15.1m long and 5.3m wide and consisted of a main hall measuring 12.1m by 5.3m and two small rooms of 3m by 2m each, on either side of the entrance passageway at the eastern end of the building. These are shown as a cloakroom and kitchen on the 1985 plan. As well as the door in the east wall, there was one at the western end of the south wall. There were four windows in both the north and south walls, the most easterly of them being in the small rooms at the eastern end, the others in the main hall.

The walls were of shuttered concrete without foundations or a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)) and the building took eleven weeks to construct, skilled assistance being provided by a builder from St Erth, Cornwall (Nance 1932, 101).

In 1985 permission was granted by the Duchy of Cornwall for the building to be extended by 6.1m at the western end to provide a larger kitchen, a chair store, male and female toilets and a cupboard. A new doorway was cut in the western wall to give access to this area and there were windows in the north and south walls of the extension as well as two high up in the new western wall. A fete was held to raise money for the project and this still continues. A small grant was obtained from the Rural Development Commission and the Chairman at that time, Lord Vinson of Roddam-Dene, laid the foundation stone (Fig 6).

The plan of the extension shows that the walls had foundations and a damp proof course and were constructed of concrete blocks, rendered on the outside and with a cavity lined with polystyrene. The roof was of corrugated bitumen. The cupboard between the toilets was not constructed nor was a doorway inserted between the chair store and the lobby giving access to the toilets. The positions of the female and male toilets were reversed. In all other respects the building conforms to the 1985 plans of the proposed extension. The chair store has subsequently been used as the doctor's surgery.

The original reading room had wooden framed sash windows, those on the southern (road) side being replaced by uPVC double-glazed sash windows. The extension had wood framed sash windows on the north and south sides whilst those in the west wall were top-hung horizontal wood framed. The external windowsills are all concrete and both the external doors have concrete slabs outside them. The main entrance, at the eastern end of the building, has a concrete moulded plaque above it, with a shield showing the Prince of Wales's feathers (Fig 10). The plaque and the feathers were painted white and the shield pale blue. A concrete path ran from the road to the main entrance, flanked at the roadside by stone gateposts.

The internal walls were plastered and there was wooden tongue and groove panelling, to a height of 1.1m, on the walls of the original structure. This survived in the entrance passageway, the small room to the north of it and the main hall. The room on the southern side had no panelling but it seems likely that this was removed as there is a

reference to the panelling rotting due to the lack of a damp proof course ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk)). The entrance passageway, the small rooms on either side of it and the extension all have solid floors but the main hall has wooden floorboards.

## **6 Watching brief results**

The development site is located at the rear of the Reading Room and was 29m long (from the back wall of the Reading Room) and 16m wide. It is located in a small field enclosed on three sides by single stone wall with mature soft hedges on the inside. The field was subdivided by a soft hedge of mature euonymus and was presumably used for flower growing, although currently scrubby grass with bracken and brambles. The field boundary is not shown on the c 1891 and 1909 OS maps (Figs 2 and 3) so is of early or mid 20<sup>th</sup> century date and possibly contemporary with the Reading Room.

Groundworks for the formation level of the site were observed; the ground rises gradually to the north so the excavations cut into the slope, the depth at the south end nearest the Reading Room being 0.005m and the depth at the north end 1.005m. The topsoil was loose dark grey and dark brown slightly peaty sand 0.2 deep, deepening to 0.4m below the central hedge (1), overlying layers of loose sand with a cumulative depth of 0.8m deep (layers 2 -5), the sand overlay an undulating buried soil, firm dark brown sandy clay 0.15m deep (6) which in turn overlay the natural bedrock which was weathered and decayed granite (7). The depth of the layer varied across the site, so that in some places the sand was deeper and the buried soil much thinner (Figs 13 and 14). The layers are described in Appendix 1: List of contexts.

The buried soil was assessed as having limited potential for paleoenvironmental sampling and did not contain any readily apparent material that was suitable for radiocarbon dating. The potential for Optically Stimulated Luminescence (OSL) dating was also considered, this technique is excellent in some circumstances but the error is large for some periods so it will not always give precise dates/time periods for accumulation. There is a better chance of useful OSL results for some periods if can be used in conjunction with other forms of dating in a stratigraphic sequence.

No archaeological features were uncovered and there were no finds, not even a single piece of modern china. An interesting feature was the presence of number of random medium to large sized weathered stones in layer (4) (up to 0.35m by 0.2m by 0.16m in size) as well as smaller cobbles. The stones did not have any structure and presumably were brought onto the site during the storm that deposited the sand

## **7 Conclusions/discussion**

Describing his visit to St Martin's in 1752 the antiquarian William Borlase wrote 'This Island seems to have been entirely cultivated in former times, for every where as we went (through the whole length of it) we could trace Hedges so plainly crossing the ridge, and descending to the Sea on either hand of us, that there can be no doubt but that the land was inclosed and divided into fields anciently, though now for the most part incapable of cultivation, because overrun as it is with sand, the soil is quite buried: the present fields are very small, lying towards the South from the decline of the Hill to the edge of the water, but the higher parts are all one Common, the surface being either too stony and shallow to make arable ground, or covered with sand blown in from some Northern Coves below; however, what has suffered so much from the sand in former ages has in length of time contracted soil enough to form a turfy pasture on which the inhabitants keep many sheep, the sheep-run being two miles long, but below this Turf, there is nothing but sand for a great depth' (Borlase 1756, 53).

Borlase also noted that there were historical records describing a number of storm-surges in the Scilly during 1703 and 1744 (Borlase 1758), while OSL dating of marine and aeolian deposits in the vicinity of Big Pool, St Agnes has led to the suggestion that

they were the result of tsunami created by the Lisbon earthquake of 1755 (Banerjee *et al* 2001). Storm surges are thought to be short-wavelength phenomena whereas tsunamis have very long wavelengths, and while storm surges cause beach erosion and deposit coarse clastic detritus, tsunamis are constructive waves and are associated with the deposition of large volumes of sand (*ibid* 718).

In addition to the new Community Centre site, deep deposits of sand have been recorded at other sites on high points of St Martin's as well as at more low-lying sites. At the site of Knackyboy Carn (NGR SV 92360 15860) test pits revealed layers of windblown sand over 1m deep. The distribution of the sand deposits suggested that the material was carried up on to the summit by high winds and deposited at the top of the slope as turbulence reduces the wind speed and its carrying capacity (Mulville *et al* 21).

During a recent watching brief on the site of new chalet at Sandy Lane, Middle Town St Martin's layers of sand 1.5m deep with dark bands representing vegetation horizons were recorded. Samples of the sand were taken for OSL analyses and hopefully the awaited results will elucidate the chronology of sand deposition on St Martin's (Sawyer 2011)

## **8 References**

### **8.1 Primary sources**

Ordnance Survey, c 1891. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey, c 1909. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey, 2007. *Mastermap Digital Mapping*

### **8.2 Publications**

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Mulville, J A, Dennis, I, Johns, C, Mills, S, Pannett, A, and Young, T, 2007. Islands in a Common Sea: archaeological fieldwork in the Isles of Scilly 2006 (St Mary's and St Martin's, *Cardiff Studies in Archaeology Specialist Rep No 27*

Nance, B, 1932. St Martin's, *The Scillonian* **VI, 31** (September 1932), 100-103

Sawyer, K, 2011. *Sandy Lane Chalet, Middle Town, St Martin's, isles of Scilly: archaeological recording*, St Mary's (Katharine Sawyer)

### **8.3 Websites**

[www.stmartinshall.co.uk](http://www.stmartinshall.co.uk) St Martin's Community Centre website

## **9 Project archive**

The HE project number is 146162

The project's photographic and digital 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 and copies of documentary/cartographic source material (file no 146162).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 716).
3. Black and white photographs archived under index number GBP 2264
4. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Martin's Community Centre
5. English Heritage/ADS OASIS online reference: cornwall2-137989

This report text is held in digital form as: ..\HE Projects\Sites\Scilly\Sites Q-T\St Martin's\St Martin's Community Centre

The project's documentary archive is stored at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.



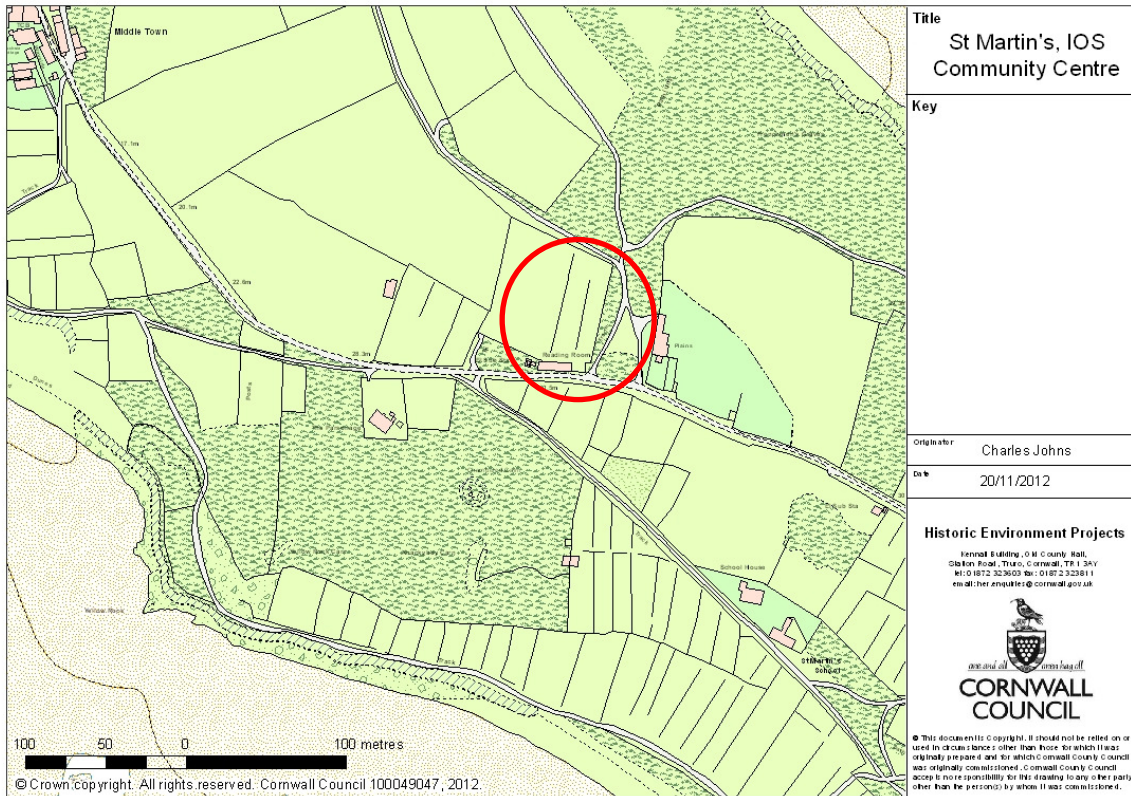


Fig 1 Location map

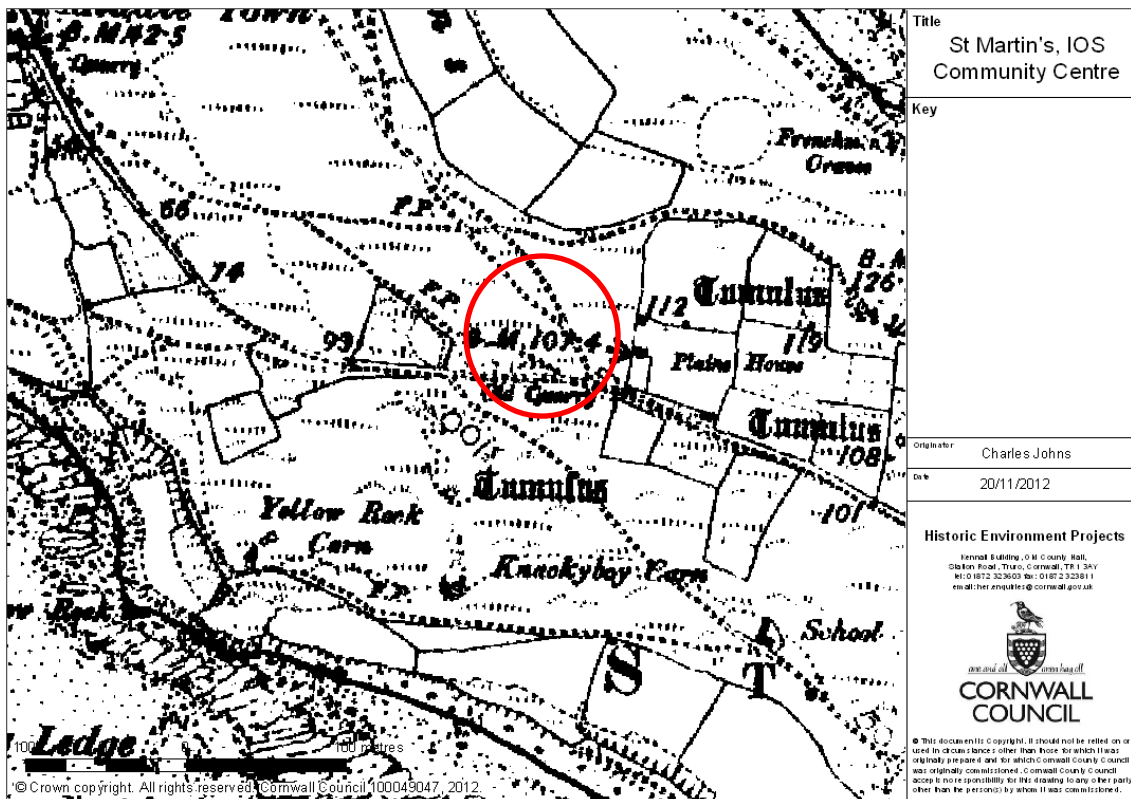


Fig 2 First Edition of the Ordnance Survey 25 Inch Map c 1891

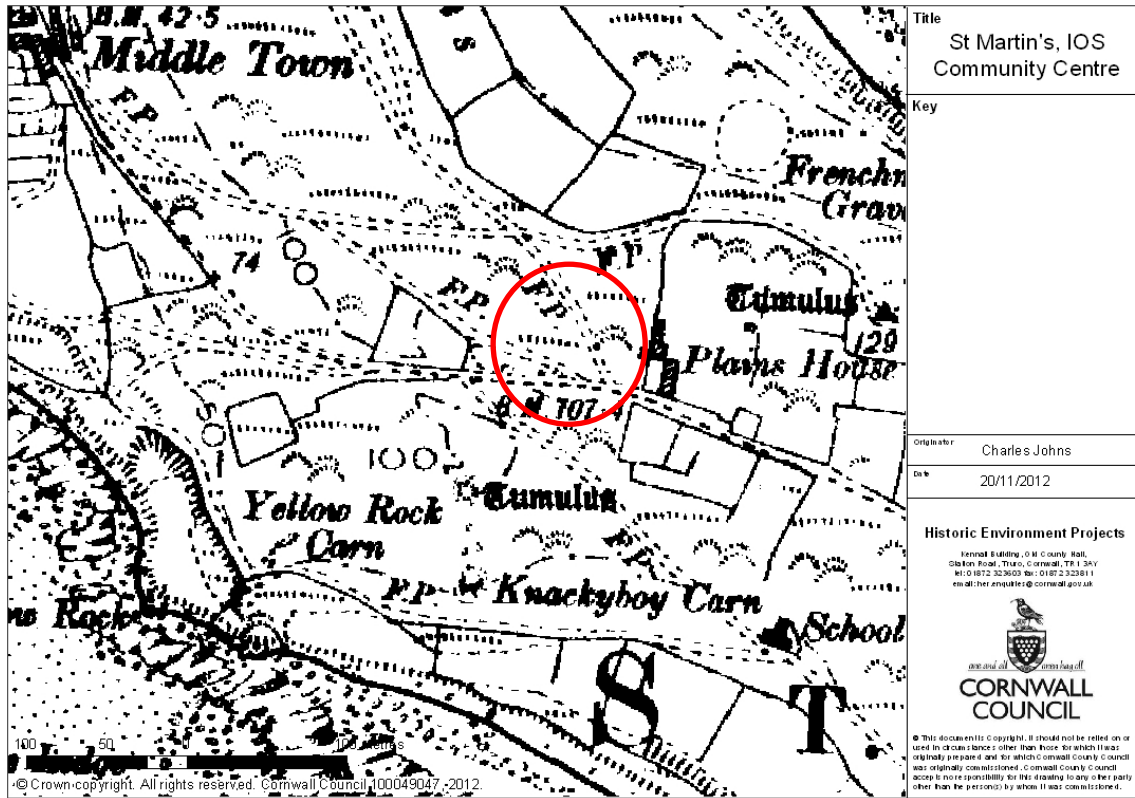


Fig 3 Second Edition of the Ordnance Survey 25 Inch Map, c1909

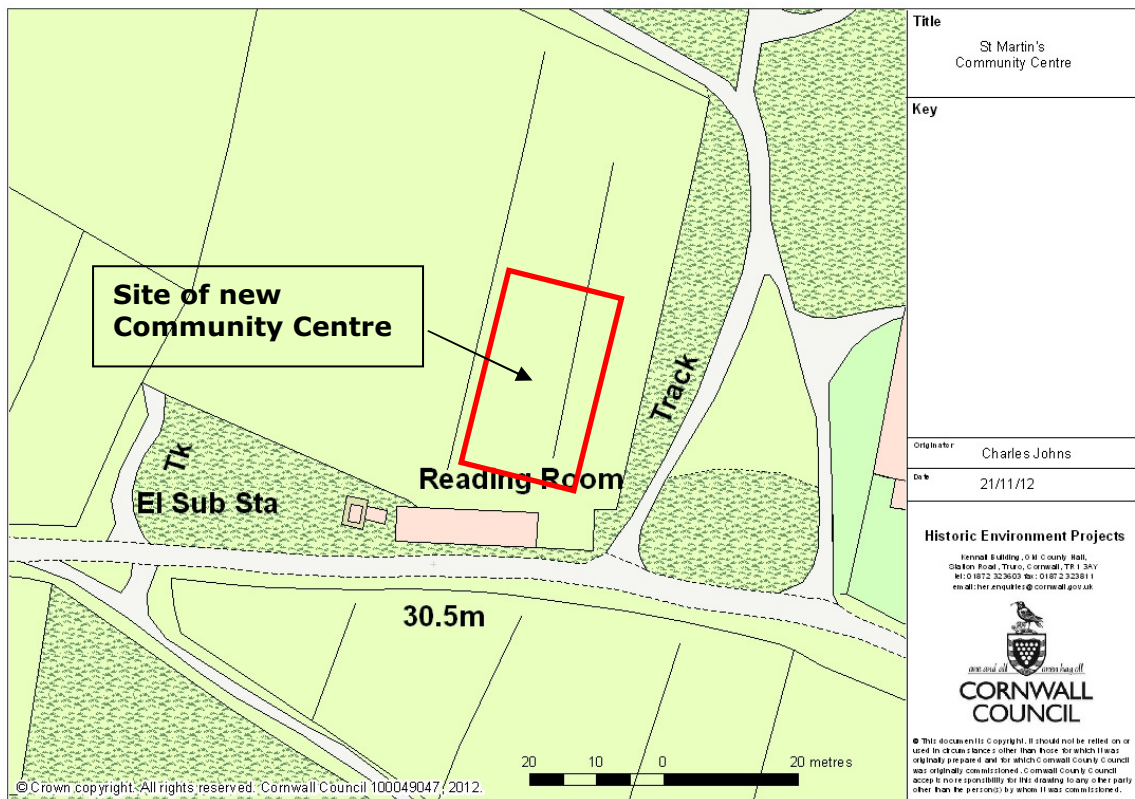


Fig 4 Site plan



*Fig 5 Opening of the Reading Room in 1932 ([www.stmartinshall.co.uk](http://www.stmartinshall.co.uk))*



*Fig 6 Opening the extension in 1985 (from display of photos at the Methodist chapel)*



Fig 7 Front (south) elevation 1 October 2012 (photo: Katharine Sawyer)



Fig 8 West elevation 1 October 2012 (photo: Katharine Sawyer)



*Fig 9 East elevation, 1 October 2012 (photo: Katharine Sawyer)*



*Fig 10 Badge above door, 1 October 2012 (photo: Katharine Sawyer)*



Fig 11 Interior, west end, 1 October 2012 (photo: Katharine Sawyer)



Fig 12 Interior, east end, 1 October 2012 (photo: Katharine Sawyer)



Fig 13 The site during soil stripping, 6 November 2012 (photo: Cornwall Council)

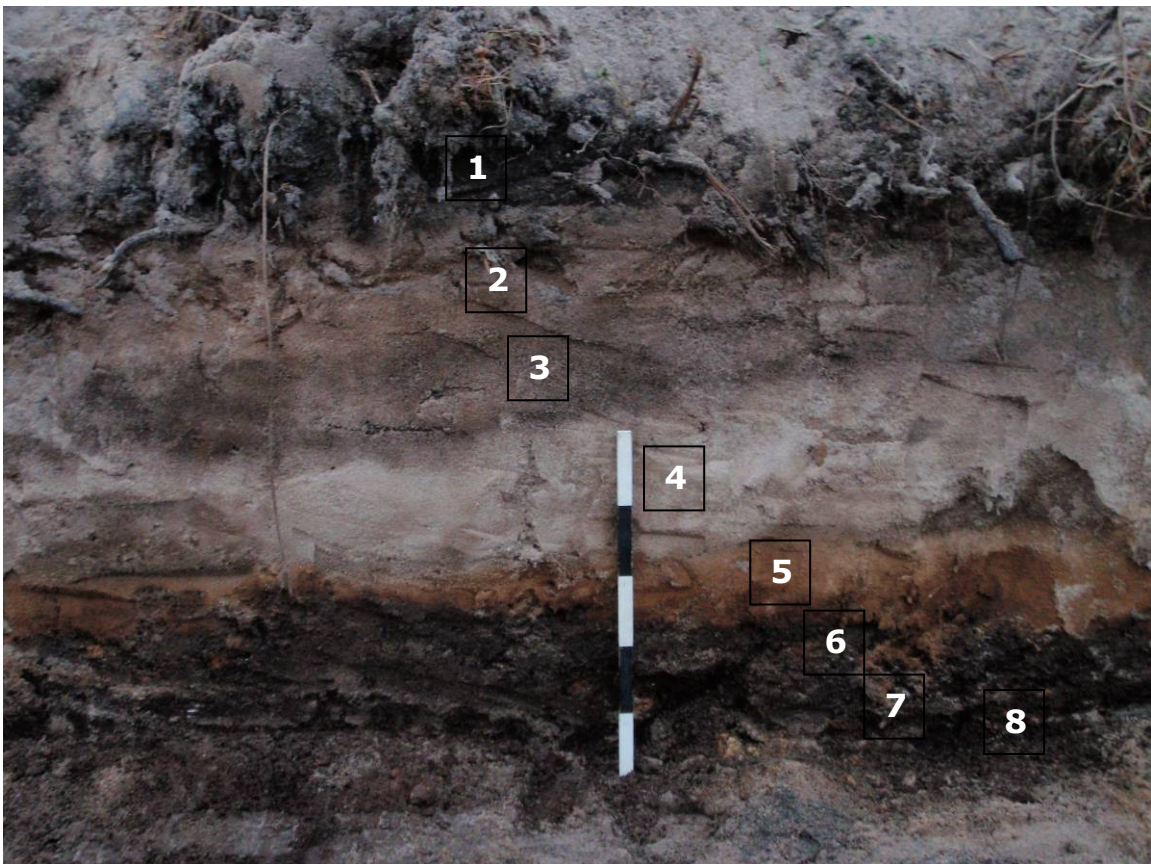


Fig 14 Representative site stratigraphy, 6 November 2012, see Appendix 1 for descriptions (photo: Cornwall Council)

## **Appendix 1 List of Contexts**

<b>Context</b>	<b>Type</b>	<b>Description</b>
(1)	Deposit	Loose dark grey sand and dark brown sand slightly peaty, 0.2-0.4m deep, very frequent roots
(2)	Deposit	Loose pale brown sand 0.12m deep
(3)	Deposit	Loose pale grey sand, 0.16m deep
(4)	Deposit	Loose pale brown/pale grey/white sand with grey sand inclusions and occasional small to medium sized weathered stones
(5)	Deposit	Loose dark yellowish brown sand, becoming lighter towards the top, 0.12m deep
(6)	Deposit	Loose dark brown sand, 0.05m deep
(7)	Deposit	Firm dark brown sandy clay, 0.15m deep, undulating depth varies – buried soil
(8)	Undisturbed natural	Weathered and decayed granite with compacted brown sandy clay in pockets



## Appendix 2: Brief for Archaeological Recording

**Date:** 10<sup>th</sup> April 2012

**Site:** Land rear of Reading Room, Middle Town, St Martins, Isles of Scilly

**Application:** P-10-80

**HBSMR:** CCO4982

**Applicant:** Mr Keith Bradford, St Martins Community Centre Committee, c/o Apple Tree Cottage, St Martins, Isles of Scilly TR25 0QW

**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:** Craig Dryden, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

t. 01720 424350 e. cdryden@scilly.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 condition 11 of planning application P-10-80.

#### **2 Site Location and Description**

- 2.1 The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **3 Planning Background**

- 3.1 Planning application P-10-80 was submitted on the 19<sup>th</sup> of August and was for the erection of a new community centre. This application has been approved subject to 12 conditions. Condition 11 states:
  - 3.2 *No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*
  - 3.3 *Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains an to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*
- 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 Historic Building/Structure Background**

- 4.1 The existing Reading Room is considered an important element of St Martins history and worthy of recording prior to works.

## 5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## 6 Requirement for Work

### 6.1 Building Recording

- 6.1.1 In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder should aim to achieve a level of descriptive record somewhere between 'Levels 2 and 3' as described by the EH document '*Understanding Historic Buildings*' (2006). The record will need to consider:

- Site layout and organisation
- Character
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

### 6.2 Archaeological Recording

- 6.2.1 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.

- 6.2.2 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

## 7 General Methodology

- 7.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 7.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 7.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 7.4 All of the latest Health and Safety guidelines shall be followed on site.

7.5 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.

7.6 Terminology will be consistent with the English Heritage Thesaurus.

## **8 Building Recording Methodology**

8.1 Prior to the commencement of on site works the historic building 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.

8.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.

8.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures. This should include both external and internal coverage with black and white contact prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **9 Archaeological Recording Methodology**

9.1 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).

9.2 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.

9.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## **10 Finds**

10.1 All finds, where appropriate, will be retained from each archaeological context excavated.

10.2 All finds, where appropriate, shall be washed.

10.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

10.4 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.

10.5 The requirements for conservation and storage shall be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.

- 10.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 10.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 10.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 10.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **11 Human Remains**

- 11.1 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.
- 11.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 11.3 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.

## **12 Results Building Recording**

- 12.1 The full report including any specialist assessments 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 12.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 12.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 12.4 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 recording. All plans shall be tied to the national grid.
  - Any specialist reports and assessments.
  - A summary of the archive contents and date of deposition.
  - A copy of the brief and the approved WSI will be included as an appendix.
- 12.5 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.

## **13 Results Archaeological Recording**

- 13.1 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 Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 13.2 This report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation.

13.3 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.

13.4 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 the receipt of the report.

**14 Archive Deposition**

14.1 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 Isles of Scilly Museum. Please check the accessioning and deposition requirements for the Isles of Scilly Museum.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

14.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

14.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

14.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.

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

14.6 Only on completion of 14.1 to 14.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

**15 Monitoring**

15.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

15.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

15.3 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**

### **St Martin's Community Centre, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording**

Client: St Martin's Community Centre Committee

Client contact: Paul Osborne

Client email: [paul@sailscilly.com](mailto:paul@sailscilly.com)

#### **Project background**

Planning application P-10-80 was submitted on 19 August 2011 and was for the erection of a new community centre on St Martin's. This application was approved subject to 12 conditions. Condition 11 states:

*No development shall take place within the site until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted and approved in writing by the Local Planning Authority. The programme of archaeological work shall include archive standard recording of the existing Reading Room.*

*Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains in order to ensure that there is an accurate recording of the Reading Rooms prior to demolition.*

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the St Martin's Community Centre Committee. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Condition 11 of the planning consent (Markham 2012).

#### **Site location and description**

The site is located in a rural position in Middle Town, St Martins at Ordnance Survey Grid Reference SV 9242 1595. It is in an upland area at an approximate height of 30m Ordnance Datum.

#### **Historic building/structure background**

The existing Reading Room, built by the island residents in 1933, is considered an important element of St Martins history and worthy of recording prior to works.

#### **Archaeological background**

The Cornwall and Scilly Historic Environment Record (HER) records that the application site has numerous archaeological records in the vicinity including the scheduled prehistoric cairn and prehistoric to post-medieval field system between The Plains and Wine Cove, which is adjacent to the proposed site. The HER includes the following for the scheduled site. *The prehistoric platform cairn and field system between The Plains and Wine Cove survive well. Apart from the insertion of the modern boundary posts on one side, the cairn appears undisturbed and has not been excavated. The field system shows clearly its pattern and relationship to the local landforms, complementing the extensive and broadly contemporary field system survivals to each side along the north of St Martin's. The prolonged use of these field systems and their eventual large scale abandonment, with limited 19th century re-occupation evident within this scheduling as well as from early maps, provides a good example of the major reorganisation of land*

*use and the far-reaching environmental changes that have followed from the gradual and ongoing submergence of Scilly's land mass.*

## **Aims and objectives**

### ***Building recording***

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document '*Understanding Historic Buildings*' (2006b). The record will consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status

Date/period of initial build and subsequent alterations

### ***Archaeological recording***

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, 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 the area from any archaeological remains encountered

## **Working methods**

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

### ***Desk-based assessment***

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

### ***Building recording***

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b). It will comprise a walk-over, photographic survey and the production of building descriptions.

### *Fieldwork: photographic recording*

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- examples of structural and architectural detail.

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

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

### *Fieldwork: description*

Brief analysis of the building fabric will be undertaken on site (recorded as notes and annotations to existing architect's measured drawings).

### **Archaeological recording**

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

### *Recording*

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- 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. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.



- The excavated spoil will be carefully 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 will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

#### *Photographic record*

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used 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 retained from each archaeological context excavated.
- 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.
- This WSI includes an agreed 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, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

#### *Sampling*

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
  - Bulk sampling

- Monolith sampling
- Macro & Micro Flora Analysis (including pollen analysis)
- Macro & Micro Fauna Analysis
- Radiocarbon dating for artefact analysis

#### *Human remains*

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and 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**

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

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

**Note:** The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

#### **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 of building recording - A concise non-technical summary of the results including building recording descriptions
- Results of archaeological - 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 Brief and WSI, context register
- Illustrations
  - Location map
  - Site location plan
  - A drawing showing those areas examined as part of the archaeological watching
  - 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 is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

#### **Report dissemination**

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and 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 Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

#### **Archive deposition**

- An ordered and integrated site archive will be prepared in accordance with *the Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

#### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

### **Timetable**

The study is anticipated to be commenced during July 2012.

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

### **Project team**

#### **HE Projects**

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns *et al* 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

The watching brief will be carried by Katharine Sawyer or by suitably qualified staff from HE Projects.

Fieldwork will be undertaken by **Katharine Sawyer (MA)**.

**Katharine Sawyer MA** is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HES including: Hell Bay Hotel, Bryher (Sawyer *et al* 2003); Tresco Playing Field (Taylor and Johns forthcoming), Lower Benham Battery St Mary's (Johns and Sawyer 2005) and the off-island quays refurbishment (Johns and Sawyer 2008). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes identification of artefacts, interpretation and arrangement

of displays. Since 2006 she has been studying part-time for a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in *Cornish Archaeology* (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John works for the Exeter Archaeological Field Unit. He is the leading authority on medieval and post-medieval pottery in south-west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD, Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

**Radiocarbon Dating Laboratory, University of Waikato, New Zealand:** Samples for radiocarbon dating will be sent the University of Waikato.

### **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, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### ***Contract***

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### ***Project staff***

The project will be managed by Charlie Johns 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.

### ***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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

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*21 June 2012*

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# **New Community Centre St Martin's, Isles of Scilly**

## **Historic building record and watching brief**



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