



71 Fore Street, Bodmin, Cornwall

Archaeological Watching Brief



Historic Environment Projects

Report No 2012R001	Report Name 71 Fore Street, Bodmin, Cornwall.	Report Author C. M. Thorpe
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Event Type Watching Brief			
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Client Organisation	Client Contact Mr Chris Nicholls
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Monuments (MonUID)					

Fieldwork dates (From)	(To)	(Created By)	(Create Date)
18/12/12	19/12/12	CMT	20/12/12

Location (postal address; or general location and parish)

71 Fore Street

(Town – for urban sites)	(Postcode)
Bodmin	PL31 2JZ

(Easting) X co-ord	(Northing) Y co-ord		
SX 06931	67076		

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

Project background

HE Projects were commissioned by Mr Chris Nicholls of C Nicholls Solicitors to undertake a programme of archaeological recording during ground works ahead of the construction of a new area of car-parking at 71 Fore Street, Bodmin (NGR SX 06930 67075). The development area measured 20m x 10m and was approximately 0.015ha (Figs 1, 2 and 3).

The development was the subject of a planning condition, which required that archaeological recording took place ahead of construction (Planning ref 2007/00831 and E1/2010/00643). Phil Copleston (Historic Environment Planning Advice Officer, Cornwall Council) produced a brief (Appendix 1) for archaeological recording (22/06/11) and was consulted over the requirements for the archaeological recording. A written scheme of investigation, (WSI) outlining the methodology for archaeological recording (Appendix 2) was produced (24/05/12) by Andy Jones (Archaeologist Team Leader, HE Projects) in response to Phil Copleston's brief.

This report presents the results of the archaeological watching brief carried out on the 18th and 19th December 2012.

Location and setting

The proposed development lies to the east of the Priory and the Friary, within the core of the medieval settlement. It is located within land that falls into an historic character zone (Cornwall County Council 1996) which has been classified as Settlement: older core (pre 1907).

The town of Bodmin developed around St Petroc's religious foundation which was possibly on the site of the church, although there may have been an early secular centre of population. Evidence on the site of the priory church during excavations, may represent part of the early medieval occupation. In 1086, there were 68 dwellings and a market at Bodmin, and in 1190, Bodmin was evidently the most important tin market in Cornwall. Bodmin was also the religious centre of Cornwall, with a priory, friary, two hospitals, two lazar houses, numerous chapels and many religious guilds. The town was ruled by the priory until the Reformation. Until at least the 16th century, Bodmin was the most populous place in Cornwall. Carew noted possible signs of decline in the 17th century; but in 1836 it was created county town. Many of the streets in the modern town are of medieval origin and the layout of the medieval burgage strips is still clear (Fig 2).

The site is within the ecclesiastical parish of Bodmin. It is located behind the street frontage within the Bodmin Historic Settlement area and the Bodmin Conservation Area. The existing building, which fronts Fore Street, is also a Grade II Listed Building (Figs 1 and 2).

Identified sites in the vicinity of the development area included:

- Medieval chapel (of the lazar house or hospital of St Anthony) was located *circa* 18m to the north of the development area (MCO9803).
- Medieval stonework was recorded to the east of the development area (MCO9803).
- Bodmin friary was located *circa* 260m to the southeast of the proposed development area (MCO6279).

Potential sites

The development lies within the boundaries of the medieval settlement, which means that there was potential for medieval and possibly earlier sites to survive within the project area and for the survival of unrecorded buried archaeological remains and artefacts of all periods.

Site description

The site covered by the watching brief is within the plot of land to the rear of 71 Fore Street. The area is currently split into two, the southern half being utilised as a car park with block built garage, while the northern half is a heavily overgrown garden (Figs 2 and 3).

The site is located on a steep hill side that drops away to the north, from 92m OD to *circa* 89m OD, though the plot itself has been terraced with the southern half being *circa* 1.8m above the level of the northern.

The underlying geology consists of Devonian slates and siltstones of the Saltash Formation (BGS sheet 347).

Aims and objectives

The aims of the project were:

- To establish the absence/presence of buried archaeological remains.
- To record archaeological features, layers and finds affected by the works.
- To establish the extent, condition, significance and character of the archaeological resource.
- To identify any artefacts relating to the occupation of the site.
- To gain further information about the archaeological potential of the area, through the recording of buried archaeological remains.
- The dissemination and publication of the results.
- The long-term conservation of the project archive in appropriate conditions.

Working methods

The existing garage on the site was demolished and the northern part of the garden cleared of debris prior to the archaeological watching brief commencing.

The area to be affected by the development was then reduced (where necessary) down to the ground levels required for the new car park. This was carried out under archaeological supervision using a machine fitted with a toothless grading bucket. The area was then inspected by the archaeologist.

Archaeological features and deposits uncovered during the stripping were plotted onto a site plan at a scale of 1:100 based on an Ordnance Survey map of the same scale. Features were measured in from fixed locatable points on the ground marked on the map. Sample sections (nature of soil depth, layers present, etc) were also noted across the site.

Results

Eight sections were recorded across the site, four of which are presented here to illustrate the nature of the ground encountered (Fig 3). Details of the remainder can be found in the site archive.

Section 1

Depth	Thickness	Description	Interpretation	Context
0m - 0.05m	0.05m	Grass, roots and topsoil.	Topsoil	(1)
0.05m - 0.20m	0.15m	Dark black, grey-brown clay loam.	Cultivation soil	(2)
0.20m - 0.40m	0.2m	Grey-brown clay.	Subsoil	(3)
0.40m - 0.50m	0.10m recorded. Bottom of layer not reached.	Red, grey-brown clay with numerous fragments of shillet, brick, cinders.	Levelling layer?	(4)

Section 4

Depth	Thickness	Description	Interpretation	Context
0m - 0.05m	0.05m	Grass, roots and topsoil.	Topsoil.	(1)
0.05m - 0.23m	0.18m	Dark black, grey-brown clay loam.	Cultivation soil.	(2)
0.23m - 0.48m	0.25m	Grey-brown clay.	Subsoil.	(3)
0.48m - 1.0m	0.52m	Red, grey-brown clay with numerous fragments of shillet, brick, cinders.	Levelling layer?	(4)
Seen at base	Seen at base	Red-brown to orange-brown shillet.	Decayed natural bedrock.	(5)

Section 6

Depth	Thickness	Description	Interpretation	Context
0m - 0.6m	0.06m	Concrete	Surface of car park.	(6)
0.6m - 0.21m	0.15m	Pale Red-brown clay with numerous stone fragments	Hardcore base for car park.	(7)
0.21m - 0.41m	0.2m	Grey-brown clay	Subsoil.	(3)
0.41m - 0.81m	0.4m	Dark grey-brown clay with numerous fragments of shillet, brick, cinders.	Levelling layer?	(4)
0.81m - 1.01m	0.2m recorded. Bottom of layer not reached.	Red-brown to orange-brown shillet.	Decayed natural bedrock.	(5)

Section 8

Depth	Thickness	Description	Interpretation	Context
0m - 0.08m	0.08m	Concrete	Surface of car park.	(6)
0.08m - 0.26m	0.18m	Pale red-brown clay with numerous stone fragments.	Hardcore base for car park.	(7)
0.26m - 0.46m	0.2m	Grey-brown clay.	Subsoil.	(3)
0.46m - 1.26m	0.8m	Dark grey-brown clay with numerous fragments of shillet, brick, cinders.	Levelling layer?	(4)
1.26m - 1.80m	0.54m recorded. Bottom of layer not reached	Red-brown to orange-brown shillet.	Decayed natural bedrock.	(5)

The main finding of the archaeological recording was that the long burgage plot behind the building had been artificially levelled into two terraces using dumped material in order to negate the steep slope of the natural hillside. The dumped material had then been covered with deposits of clay loam so that it could then be utilised as a garden. The levelling layers contained 19th century white china (not collected) which suggests this was the period when these garden terraces may have been created. A garden is certainly depicted on the northern part of this plot on the 1880 OS map.

Over most of the area examined in the current project it was found that the ground was reduced to a level that did not penetrate the full depth of the levelling layer. This meant that any possible earlier features of archaeological interest remained obscured beneath it.

The only feature recorded was the fairly substantial rectangular shaped foundations of the modern garage that had been located in the western corner of the site. The dimensions of the garage were 4.2m by 2.7m with the foundations measuring up to 0.5m wide and reaching a maximum thickness of *circa* 0.4m. The foundations were composed of shillet stone blocks bonded with concrete. The garage on top on this foundation had been constructed from concrete blocks with a corrugated asbestos sheeting roof (Fig 3).

Close to the middle of the area was a probable 19th century ceramic drain which ran roughly west to east across the site. The western end had been truncated by the building of the garage.

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

References

British Geological Survey 1974, 1:50000 map Sheet 347 Bodmin.

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

Project archive

The HE project number is **HEXQPR146157**

The project's documentary, photographic and drawn archive is housed at the offices of Historic Environment, Cornwall Council, Kennall Building, Old County Hall, Station Road, Truro, TR1 3AY. The contents of this archive are as listed below:

1. Projects file containing site records and notes, project correspondence and administration (HEXQPR146157)
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE780/1-2).
3. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.A-D\Bodmin, 71 Fore Street WB HEXQPR146157
4. English Heritage/ADS OASIS online reference: cornwall2- 139805
5. This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites B\Bodmin, 71 Fore street WB HEXQPR146157\Report

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

Appendix 1. Brief for Archaeological Recording

Date: 22 June 2011

Address: Land to the rear of 71 Fore Street, Bodmin, PL31 2JB

Applicant: Christopher Nicholls, C Nicholls Solicitors, 71 Fore Street, Bodmin, PL31 2JB

Historic Environment Planning Advice Officer: Phil Copleston, Historic Environment Service, Cornwall Council, Room 82, Luxstowe House, Liskeard, Cornwall, PL14 3DZ Tel. 01579 341406, Email: pcopleston@cornwall.gov.uk

Local Planning Authority Officer: Cathy Devereux-Mack, 3-5 Barn Lane, Bodmin, PL31 1LZ

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

Contractors Written Scheme of Investigation (WSI)

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

1 Introduction

This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at 71 Fore Street, Bodmin to discharge condition 5 of planning application 2007/00831 and E1/2010/00643 placed on the development.

2 Site Location and Description

The site is located to the rear of 71 Fore Street, Bodmin, centred on Ordnance Survey grid reference SX 06927 67067.

3 Planning Background

Planning application E1/2010/00643 was received on the 4 May 2010 for the extension of time for the erection of offices, storage and a 1 bedroom flat. This application has been approved subject to condition 5 which states:

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

4 Requirement for Work

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.

An archaeological 'watching brief' is envisaged, with the site specific aims 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 71 Fore Street and of that part of Bodmin from any archaeological remains encountered

5 General Methodology

- 5.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 5.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 5.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 5.4 All of the latest Health and Safety guidelines shall be followed on site.
- 5.5 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.
- 5.6 Terminology will be consistent with the English Heritage Thesaurus.

6 Archaeological Recording Methodology

- 6.1 Prior to the commencement of on site works the archaeological contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth, where appropriate.
- 6.2 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.
- 6.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 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.

7 Finds

- 7.1 All finds, where appropriate, will be retained from each archaeological context excavated.
- 7.2 All finds, where appropriate, shall be washed.
- 7.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.
- 7.4 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.

- 7.5 The requirements for conservation and storage shall be agreed with the Royal Cornwall Museum prior to the start of work, and confirmed in writing to the HEPAO.
- 7.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 7.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 7.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 7.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

8 Human Remains

- 8.1 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.
- 8.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 8.3 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.

9 Results

- 9.1 The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the archaeological contractor, Cornwall Council Historic Environment Service and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 9.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 9.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 9.4 The report must contain:
 - A concise non-technical summary of the project results.
 - The aims and methods adopted in the course of the investigation.
 - A discussion of the archaeological findings in terms of both the site specific aims and the desk based research.
 - A location map, a drawing showing those areas examined as part of the archaeological recording, and copies of any archaeological plans and sections. All plans shall be tied to the national grid.
 - All specialist reports and assessments.
 - A summary of the archive contents and date of deposition.
 - A context register with brief descriptions shall be included as an appendix.
 - A copy of the brief and the approved WSI will be included as an appendix.
- 9.5 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.

10 Archive Deposition

- 10.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the appropriate museum.

- 10.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Cornwall Record Office and with the Courtney Library of the Royal Institution of Cornwall.
- 10.3 The archive including a copy of the written report shall be deposited with the Royal Cornwall Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- 10.4 Where there is only a documentary archive this will be deposited with the Cornwall Record Office as well as the Courtney Library of the Royal Institution of Cornwall.
- 10.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.
- 10.6 A summary of the contents of the archive shall be supplied to the HEPAO.
- 10.7 Only on completion of 10.1 to 10.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

12 Monitoring

- 12.1 The HEPAO will monitor the work and should be kept regularly informed of progress.
- 12.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.
- 12.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

Appendix 2. Written Scheme of Investigation for an archaeological watching brief at 71 Fore Street, Bodmin.

1. Project Background

HES has been requested by Mr C Nicholls of C Nicholls Solicitors to provide a project design and estimate for a programme of archaeological recording ahead of the construction of a new dwelling and offices at 71 Fore Street, Bodmin. The development will cover an area of approximately 0.03 HA. The development site is located behind the street frontage within the Historic Settlement area and the Bodmin Conservation Area. The existing building, which fronts Fore Street, is also a Grade II Listed Building.

The development is the subject of a planning condition(s) which requires that archaeological recording takes place ahead of construction (Planning ref 2007/00831 and E1/2010/00643).

This application has been approved subject to condition 5 which states:

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

Phil Copleston (Historic Environment Planning Advice Officer, Cornwall County Council) has produced a brief for archaeological recording (22/6/11) and his requirements for archaeological recording have guided this project design and estimate.

The town is of medieval origin and there is the potential for the preservation of buried archaeological material to survive. The archaeological recording is required to deal with the following.

- Excavate and record archaeological finds and features including medieval remains.
- Provision for assessment and analysis of medieval/significant finds.
- Production of a full report.
- Dissemination of a report.

1.2 Historical background

The town of Bodmin developed around St Petroc's religious foundation which was possibly on the site of the church, although there may have been an early secular centre of population. Pits containing early medieval pottery, excavated on the site of the priory church, may represent part of the early medieval occupation. In 1086, there were 68 dwellings and a market at Bodmin, and in 1190, Bodmin was evidently the most important tin market in Cornwall. Bodmin was also the religious centre of Cornwall, with a priory, friary, two hospitals, two lazar houses, numerous chapels and many religious guilds. The town was ruled by the priory. Until at least the 16th century, Bodmin was the most populous place in Cornwall. Carew noted possible signs of decline in the 17th century; but in 1836 it was created county town. Many of the streets in the modern town are of medieval origin and the layout of the medieval burgage strips is still clear. The proposed development lies to the east of the Priory and the Friary, within the core of the medieval settlement.

Identified sites in the vicinity of the development area include:

- Medieval chapel was located to the north of the development area (MCO9803).
- Medieval stonework was recorded to the east of the development area (MCO9803).
- Bodmin friary was located to the east of the proposed development area (MCO6279).

Potential archaeological sites

There is the potential for the existence of buried archaeological features within the proposed development area.

2. Aims and objectives

The purpose of the archaeological recording will be:

- To record archaeological features, layers and finds affected by the works.
- To establish the extent, condition, significance and character of the archaeological resource.
- To establish the presence/absence of archaeological remains.
- To identify any artefacts relating to the occupation of the site.
- The dissemination and publication of the results.
- The long-term conservation of the project archive in appropriate conditions.

In particular the key objective will be:

- To investigate and recover evidence in the form of artefacts, structures and deposits associated with the medieval and earlier settlement activity in order to enhance our knowledge of the extent, form and potential of the site.
- To provide further information on the archaeology of 71 Fore Street and of that part of Bodmin from any archaeological remains encountered

3. Methods

The archaeological programme will follow six stages: fieldwork; archiving; assessment; analysis and report.

3.1 Preparation

In advance of site works a meeting will be held between HE Projects, and the client to discuss and agree:

- Working methods and programme.
- Health and Safety arrangements.

3.2 Fieldwork

3.2.1 Archaeological Recording

The ground-works will be carried out under archaeological supervision using a mechanical excavator fitted with a toothless bucket. The soil/overburden will be excavated cleanly down through the subsoil to a level at which archaeological features or layers can be expected to be revealed (ie, to the top of archaeology or to the level of the natural). The area will then be inspected by an archaeologist and any archaeological features or layers exposed in the stripped area will be carefully excavated by hand and archaeologically recorded by written description, plan and section and photographic record as appropriate by the HE Projects archaeologist.

During the archaeological recording the archaeologist will:

Identify and record any archaeological features that are revealed in the stripped area; the level of recording will be appropriate to the character/importance of the archaeological remains.

If archaeological deposits of a regional or national importance are uncovered, then a further stage of archaeological recording will be necessary. **In the event that remains cannot be preserved *in situ* then full-scale excavation may be required.** A contingency should be allowed to record any significant archaeological remains which are uncovered during the stripping. The significance of the remains should be agreed between the client, the Historic Environment Planning Advice Officer and HE Projects.

Where necessary the detailed archaeological recording may include:

- Excavation of archaeological features exposed in the stripped area and plotting them onto a base map.
- Production of plans and section drawings of the excavated features and recording of features using a continuous numbering system.

- Retrieval of artefacts.

Recording - general

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey Landline (electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.
- All features and finds will be accurately located at an appropriate scale. Sections will normally be drawn at 1:10 and plans at 1:20.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.
- Photography: scaled monochrome photography will be used as the main record medium, with colour digital images used more selectively and for illustrative purposes. This will include both general and site specific photographs. Photographs should have a scale and detailed ones should include a north arrow.
- Drawings and photographs will be recorded in a register giving details of feature number and location.
- If human remains are discovered on the site they will be treated with respect and the Historic Environment Planning Advice Officer and the Ministry of Justice will be informed. All recording will conform to best practice and legal requirements.

3.3 Treatment of finds

The archaeological fieldwork may produce artefactual material.

- All finds in significant stratified contexts predating 1800 AD (eg, settlement features) should be collected by context and described. Post-medieval or modern finds may be disposed of at the cataloguing stage. This process will be reviewed ahead of its implementation.
- All finds will be collected in sealable plastic bags which will be labelled immediately with the context number or other identifier.

3.4 Archiving

Following review with the HE Project Manager the results from the fieldwork will be collated as an archive. This will involve washing and cataloguing of finds, the indexing and cross-referencing of photographs, drawings and context records.

All finds, etc will be stored in a proper manner (being clearly labelled and marked and stored according to HE guidelines).

- All records (context sheets, photographs, etc) will be ordered, catalogued and stored in an appropriate manner (according to HE guidelines).
- The site archive and finds will initially be stored at HE premises and transferred to the Royal Cornwall Museum and the RCM conditions for archives will be followed. The RCM will be notified of the commencement of the project and included in discussions for sampling and disposal as appropriate.
- In the event that there are no finds or they are retained by the owner, the documentary archive in due course shall be deposited with the Cornwall Record Office, but in the medium term will be stored at Pound and Co. All digital records will be filed on the Cornwall Council network.

3.5 Archive report

The results from the fieldwork will be presented in a concise report. Copies of the report will be distributed to the Client, the County Archaeologist and the local and main archaeological record libraries. A PDF copy of the report will be produced.

This will involve:

- producing a descriptive text;
- producing maps and line drawings;

- selecting photographs;
- report design;
- report editing;
- dissemination of the finished report
- Deposition of archive and finds in the Royal Cornwall Museum, Truro.

The report will have the following contents:

- Summary - Concise non-technical summary.
- Introduction - Background, objectives, aims and methods.
- Results - Factual description of the results of the various aspects of the project, with separate sections as necessary for discussion/interpretation and potential for further analysis.
- Discussion - Discussion of the interpretation of the results, highlighting information gained on a chronological or thematic basis
Recommendations for further analysis and publication.
- Archive - A brief summary and index to the project archive.
- Appendix - A copy of the project brief.
- A copy of the WSI
- Illustrations - General location plan.
- Detailed location plans to link fieldwork results to OS map.
- Selected plans and section drawings (as appropriate).
- Finds drawings (if appropriate).
- Photographs (if appropriate).

An OASIS record will be completed for the project

3.6 Assessment/analysis

The structural and stratigraphic data and artefactual material will be assessed to establish whether further analyses and reporting is appropriate. The outline of a final report, and the work required to produce it will be determined.

In the event of significant remains being recovered (eg, medieval artefacts) it may be appropriate to:

- Liaise with specialists (eg, artefacts) to arrange for assessment of the potential for further analysis and reporting.
- Consult with the Historic Environment Planning Advice Officer over the requirements for assessment, analysis and reporting.

3.7 Updated project design and final publication

In the event of significant remains being recorded the scope and final form of the report will be reviewed; for example in addition to an archive report the results should be published in an academic journal (eg, *Cornish Archaeology*).

4. Monitoring

- This written scheme of investigation will need to be approved by the LPA in consultation with the Historic Environment Planning Advice Officer, Cornwall Council.
- The recording exercise will be monitored. The Historic Environment Planning Advice Officer should be informed 1 week in advance of the intention to start the recording.
- HE Projects will liaise with the Historic Environment Planning Advice Officer to advise

on the programme and progress of work, and agree site meetings as required.

- A summary of the results will be presented to the Historic Environment Planning Advice Officer within 1 month of the completion of the fieldwork.
- In the event that significant remains are encountered an updated project design will be agreed with the Historic Environment Planning Advice Officer.

5. Project Staff

An experienced archaeologist employed by HE will carry out the archaeological fieldwork. The report will be compiled by experienced archaeologist(s) employed by HE.

Relevant experienced and qualified specialists will be employed to undertake appropriate tasks during the assessment and analysis stages of the project.

The project will be managed by Andy Jones who is a member of the Institute for Archaeologists, who will:

- Take responsibility for the overall direction of the project.
- Discuss and agree the objectives and programme of each stage of the project with project staff, including arrangements for Health and Safety.
- Monitor progress and results for each stage.
- Edit the project report.

6. Timetable

The archiving and archive report will be completed within 12 months of the ending of the excavations. The timetable for further stages of assessment, analyses and publication will be agreed with Historic Environment Planning Advice Officer in the light of the results of the excavations.

7. Health and safety during the fieldwork

7.1 Health and safety statement

Historic Environment is within the Environment, Planning and Economy Directorate of Cornwall Council. The HE Projects team follows Cornwall Council's *Statement of Safety Policy*.

Prior to carrying out any fieldwork HE Projects will carry out a risk assessment.

8. Insurance

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

9. Standards

The HE follows the Institute for Archaeologists' Standards and Code of Conduct and is a Registered Archaeological Organization.

As part of Environment, Planning and Economy Directorate of Cornwall Council, the HE projects team has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

10. Copyright

Copyright of all material gathered as a result of the project will be reserved to the Environment, Planning and Economy Directorate of Cornwall Council. Existing copyrights of external sources will be acknowledged where required.

This project design and estimate is the copyright of Historic Environment, Cornwall Council.

Use of the material will be granted to the client

11. Freedom of Information

All information gathered during the implementation of the project will be subject to the rules and regulations of the Freedom of Information Act 2000.

Notes

- It is assumed that the client will supply the mechanical excavator. The cost is not included in the attached estimate.
- The post excavation programme (assessment, analysis and reporting) will need to be reviewed in the light of the fieldwork.

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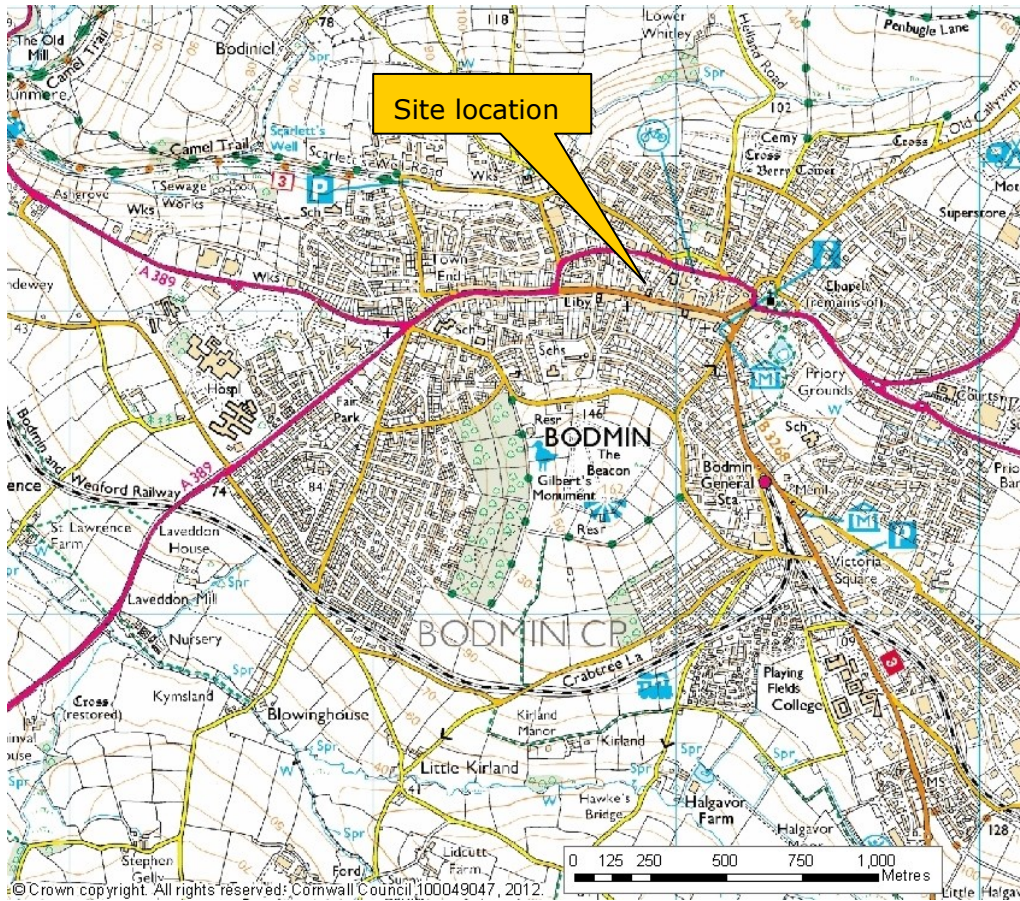


Figure 1. Site location.

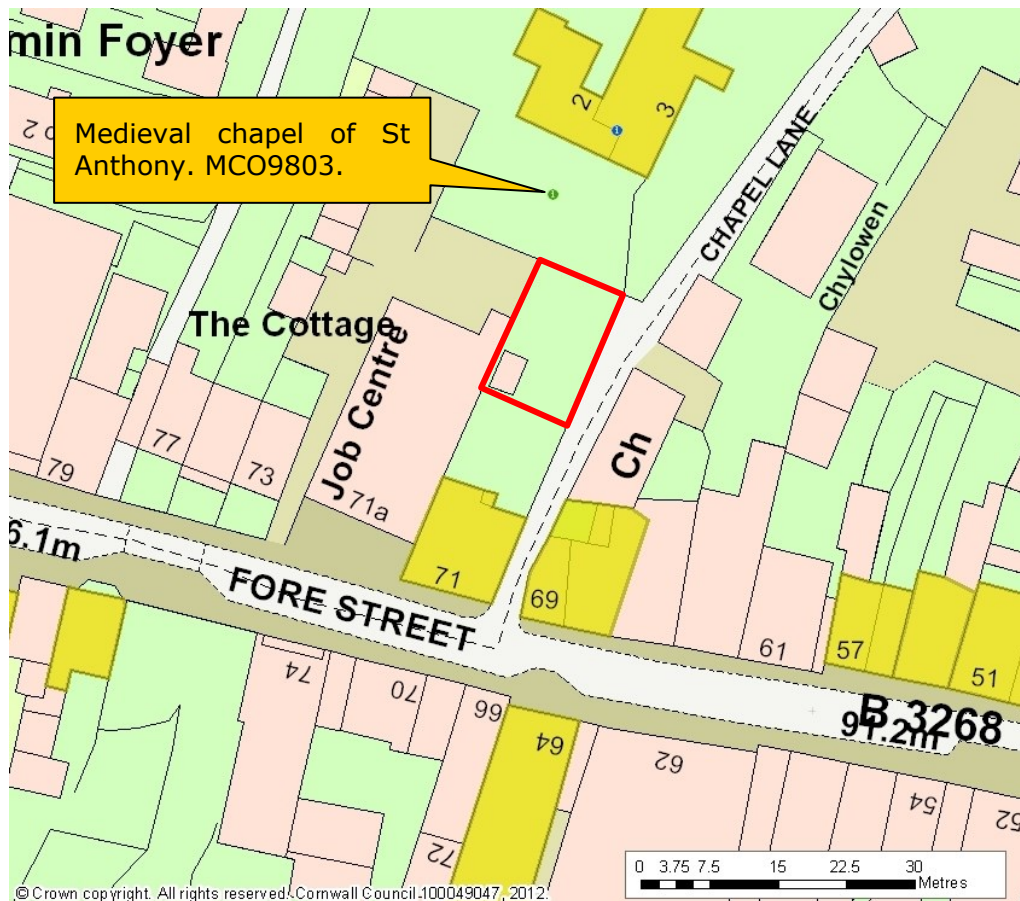


Figure 2. Site (outlined in red) showing relationship to the chapel of St Anthony. Note property divisions fossilise medieval burgage plots.

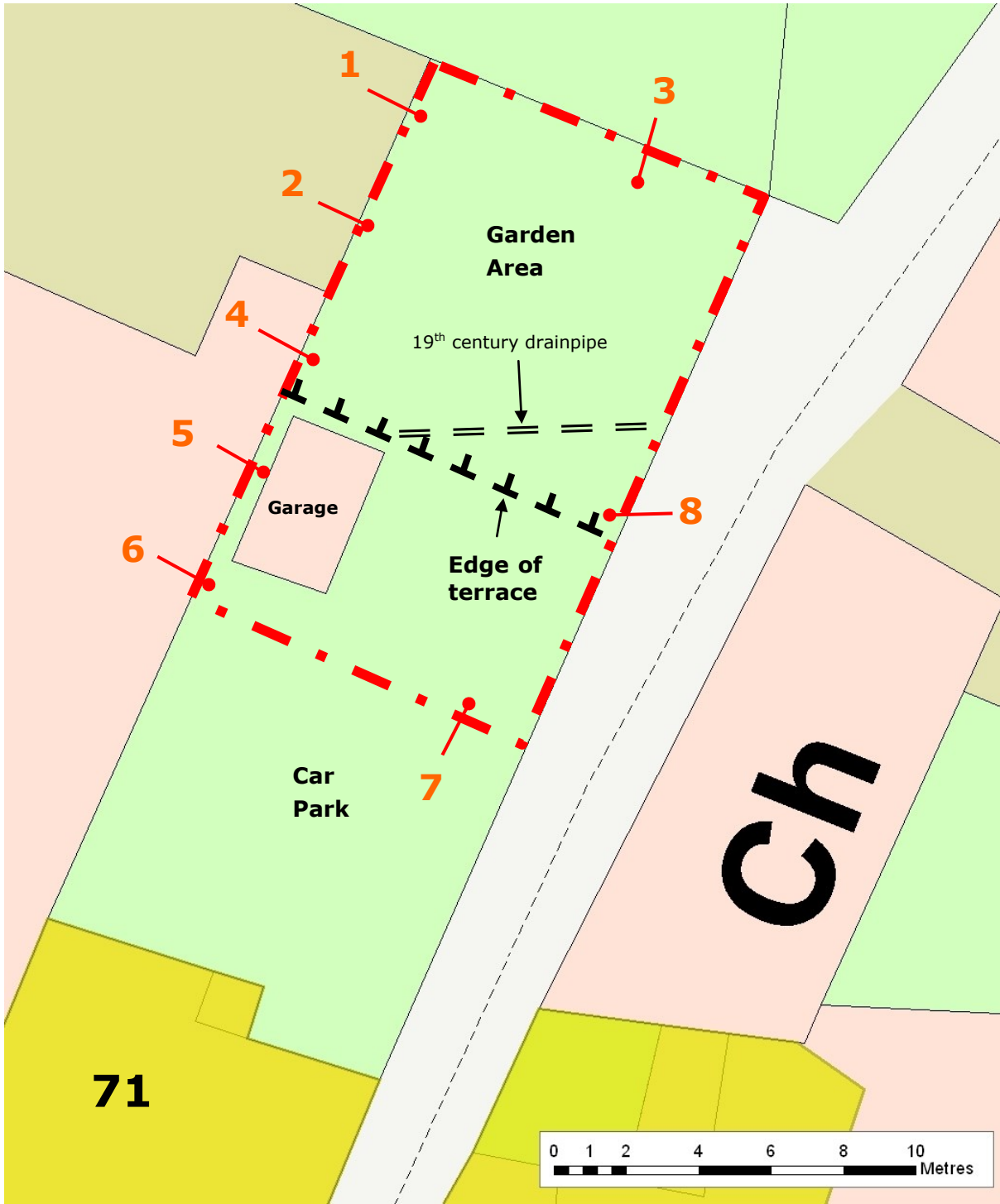


Figure 3. Site plan showing location of recorded sections.