



Borough Farm Barn St Mary's, Isles of Scilly

Archaeological Watching Brief



Report No

2013004

Report Name

Borough Farm Barn, St Mary's, Isles of Scilly

Report Author

Charles Johns and Katharine Sawyer

Event Type

Watching Brief

Client Organisation

Sarah Paulger

Client Contact

Sarah Paulger

Monuments (MonUID)

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Fieldwork dates (From) (To)

19/10/2012

10/12/2012

(Created By)

Charles Johns

(Create Date)

1/3/2013

Location (postal address; or general location and parish)

Borough Farm, Borough, St Mary's, Isles of Scilly

(Town - for urban sites)

(Postcode)

TR21 0NS

(Easting) X co-ord

SV 9202

(Northing) Y co-ord

1192



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1. Project background

In September 2012 HE Projects were commissioned by Sarah Paulger to carry out an archaeological watching brief during groundworks for the construction of new farm building with new vehicle access at Borough Farm, St Mary's in order to satisfy a planning condition.

The site is located at Ordnance Survey grid reference SV 9202 1192 in a rural area of St Mary's between existing structures with a relatively level aspect at an approximate height of 35m Ordnance datum.

The Cornwall and Scilly Historic Environment Record (HER) notes that the application site is near the site of a possible Bronze Age entrance grave, the HER records: *Layard says that one of the largest barrows on the island, now destroyed, gave its name to Borough Farm. The OS field worker records the name Borough Farm is probably a corruption of barrow. Miss Watts, of Watermill, St Mary's, remembers a possible chambered cairn as once being in a field, but it is now destroyed. Nothing was visible in the area in 1978. The HER also records that prehistoric worked flints were found on the farm, the HER records: Some worked flints and one bead were found at Borough Farm and given to the Isles of Scilly museum. Two flint arrowheads also found at Borough Farm are now back in the possession of J Williams.*

2. Aims and objectives

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 Borough Farm area from any archaeological remains encountered

3. Working methods

The watching brief was carried out according to the methodology set out in the Written Scheme of Investigation (WSI) for the work (Johns 2012, see Appendix 2), based on the brief for archaeological recording by the Historic Environment Planning Advice Officer Adviser, Cornwall Council (Markham 2012, see Appendix 1).

4. Results

Groundworks at Borough Farm Barn were observed by Katharine Sawyer on 19, 20, 22, 23 and 25 October, 17 November and 10 December 2012. The development site is on nearly level ground to the south of the existing farm buildings, with the long axis of the new barn at right angles to the road. A stone wall running north-south across the site had been removed (by agreement) before monitoring started. In this section this could be seen to be an earth bank with stone cladding and incorporating pieces of concrete and building rubble.

The entire area of the barn, plus a margin of about 1m, was stripped, by machine to a firm surface. On the southern side about 0.3m of fine grey-brown topsoil was removed; this graded into a slightly more clayey subsoil. The remains of a short stretch of east-west drystone wall were found near the south-west corner of the stripped area. Some patches of sand were also noted; these may be from past manuring of the area with seaweed. The wall fragment did not appear to align with anything else. There were no artefacts associated with it and Sarah Paulger and her brother Sullivan Bennett (who both grew up at Borough Farm) thought that it was quite recent. When they were children, chickens were kept in that area and it may have been associated with that episode.

A large, rectangular, shaped and dressed granite stone, with lime mortar adhering, was found in the topsoil, together with many unshaped stones, some water-worn. Its provenance is uncertain but it may be associated with the construction of the farmhouse, the front walls of which are built entirely of dressed granite masonry (Thomas *et al* forthcoming). An area of rubble and concrete was found in the centre of the eastern side and two power lines and a water pipe cross the site. On the northern side, the area was stripped to a depth of about 0.5m where a soft, clayey orange ram was exposed. No other structures or features were observed.

Following site stripping, thirteen pits were excavated for the installation of concrete pads. These were approximately 1.0m by 1.0m and at least 0.75m deep. In all cases, 0.3m to 0.4m of topsoil was observed to grade into a soft, clayey dark orange ram, with few stones, which became harder, grittier and paler with depth.

The only finds were glazed pottery and one sherd of unglazed earthenware, all appearing to be 19th century or later in date, limpet and crab shells (Mrs Paulger's brother confirmed that the latter had been given to chickens which were kept on the site in the late 20th century), recent animal bones and modern rubbish. The finds were retained for identification purposes only and subsequently discarded.

The removal of the roadside boundary wall was not observed but the section was recorded and revealed that it was an earth bank with stone faces, and of possible early 20th century date. In the area under it glazed earthenware, animal bone, window glass and pieces of iron were found. Again these were retained for identification purposes only and subsequently discarded.

A trench, 0.3m wide and about 0.6m deep, was dug to connect the electricity pylon, about 20m to the south-west, with the barn. The same stratigraphy of topsoil and ram was observed. There were no finds.

5. References

Markham, P, 2012. *Borough Farm, Borough, St Mary's, Isles of Scilly: Brief for Archaeological Investigation (Applications P-11-096, P-12-047, P-12-048)*, Truro, Cornwall Council

Johns, C, 2012. *Borough Farm Barn, St Mary's, Isles of Scilly: Written Scheme of Investigation for Archaeological Recording*, Truro, HE Projects

Thomas, N, Johns, C, and Sawyer, K, forthcoming 2012. *Borough Farm, St Mary's, Isles of Scilly: historic building and watching brief*, Truro, HE Projects

6. Project archive

The HE project number is **146196**

The project's 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.
2. Digital photographs stored in the directory ..\Images\Sites\Scilly\St Mary's\Borough Farm Barn Watching Brief 146196
3. English Heritage/ADS OASIS online reference: cornwall2-1412858
4. This report text is held in digital form as: G:\CAU\HE Projects\Sites\Scilly\Sites Q-T\St Mary's\Borough Farm Barn Watching Brief 146196

The documentary and photographic archive will be deposited at the Isles of Scilly Museum, Church Street, St Mary's, Isles of Scilly, TR21 0JT.

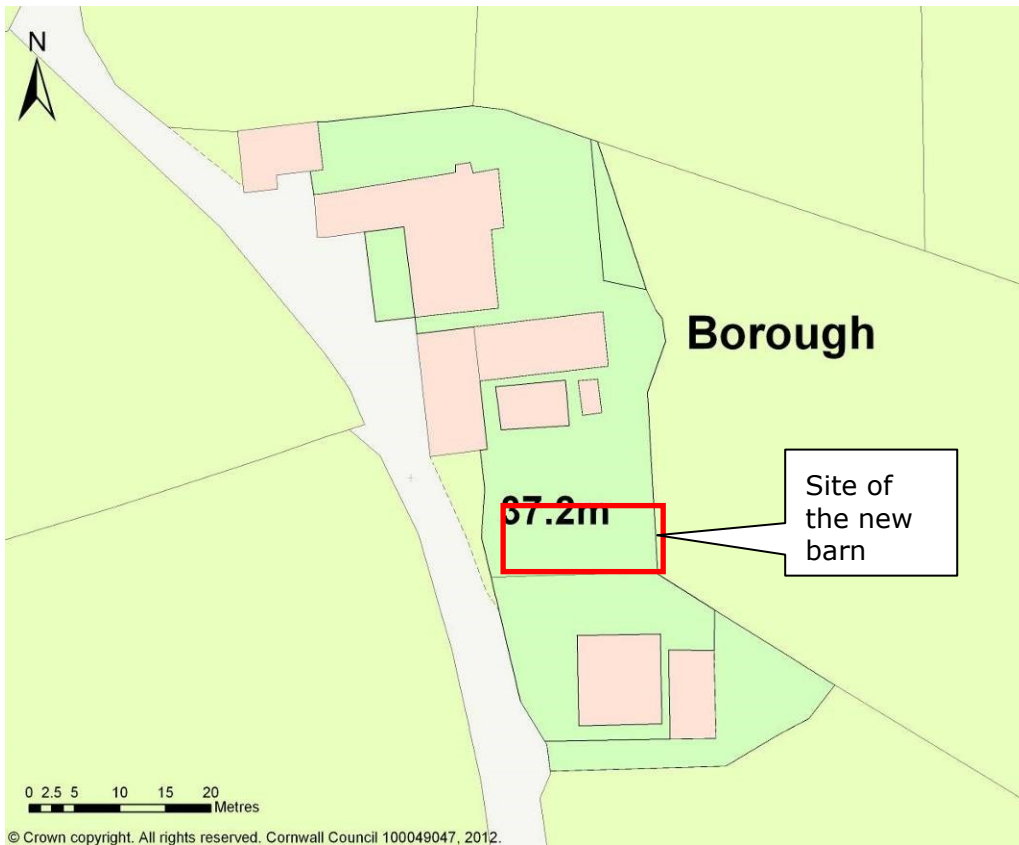


Fig 1 Location map



Fig 2 Section through the roadside boundary

Appendix 1

BRIEF FOR HISTORIC BUILDING RECORDING AND ARCHAEOLOGICAL INVESTIGATION

Date: 31st May 2012

Address: Borough Farm, Borough, St Mary's, Isles of Scilly

Applications: P-11-096, P-12-047, P-12-048

HBSMR: CCO4774

Applicant: Duchy of Cornwall, Hugh House, St Mary's, Isles of Scilly TR21 0LS

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, Planning & Development Department, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

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

Contractors Written Scheme of Investigation (WSI)

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

1 Introduction

- 1.1 This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at the above site to discharge the archaeological recording conditions of the above planning applications.

2 Site Location and Description

- 2.1 The site is located at Ordnance Survey grid reference SV 9202 1192 in a rural area of St Mary's between existing structures with a relatively level aspect at an approximate height of 35m ordnance datum.

3 Planning Background

- 3.1 Planning applications P-11-096, P-12-047 & P-12-048 have been granted consent subject to archaeological recording conditions. These are along the following lines:
- 3.2 A) No demolition or development shall commence until a programme of archaeological work including a Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:
1. The programme and methodology of site investigation and recording, including a strip and record excavation and which must be undertaken prior to any works commencing on site, and archive photographic recording of all of the buildings to be either renovated or demolished
 2. The programme for post investigation assessment
 3. Provision to be made for analysis of the site investigation and recording

- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation
 - 5. Provision to be made for archive deposition of the analysis and records of the site investigation
 - 6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.
 - B) No demolition or development shall take place other than in accordance with the Written Scheme of Investigation approved under condition (A).
 - C) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.
- 3.3 Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authorities policy to provide for the examination of archaeological remains.
- 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 Borough Farmhouse is listed grade II and the listing description includes: *Late C18/early C19. Squared random coursed granite; slurried Delabole slate roof; stone stacks. Double-depth plan. 2 storeys; 3-bay, 2-window first-floor range. Central granite gabled porch with C20 door. Mid/late C19 horned 2/2-pane sashes. Prominent gable end stacks C19 wing to left with pantile roof. Interior not inspected.* The structures to be demolished and those to be refurbished are considered worthy of recording prior to works.

5 Archaeological Background

- 5.1 The Cornwall and Scilly Historic Environment Record (HER) notes that the application site is near the site of a possible Bronze Age entrance grave, the HER records: *Layard says that one of the largest barrows on the island, now destroyed, gave its name to Borough Farm. The OS field worker records the name Borough Farm is probably a corruption of barrow. Miss Watts, of Watermill, St Mary's, remembers a possible chambered cairn as once being in a field, but it is now destroyed. Nothing was visible in the area in 1978.* The HER also records that prehistoric worked flints were found on the farm, the HER records: *Some worked flints and one bead were found at Borough Farm and given to the Isles of Scilly museum. Two flint arrowheads also found at Borough Farm are now back in the possession of J Williams.*

6 Requirement for Work

6.1 Building Recording

- 6.2.1 The present proposals will culminate in the potential destruction of material remains of the above site. It is therefore important that the site is recorded to an appropriate level; and that the results are made available to interested

parties. In this particular instance, for the photographic record, the recorder needs 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 above 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 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), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth, where appropriate.
- 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.

14.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be deposited 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.

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 2

Borough Farm Barn , St Mary's, WSI, Rev00, CJ, 28/09/2012

Historic Environment Projects, Cornwall Council



Borough Farm Barn, St Mary's, Isles of Scilly: Written Scheme of Investigation for archaeological recording

Client: Sara Paulger
Client contact: Sarah Paulger
Client tel: 07917 785714
Client email: peacehaven@ymail.com

Project background

Planning applications P-11-096 for the erection of new farm building with new vehicle access and re-cladding of existing hay barn/tractor shed at Borough Farm St Mary's has been approved subject to a number of conditions. Condition 6 for P-11-096 states:

A) No demolition or development shall commence until a programme of archaeological work including a Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:

1. The programme and methodology of site investigation and recording, including a strip and record excavation and which must be undertaken prior to any works commencing on site, and archive photographic recording of all of the buildings to be either renovated or demolished
2. The programme for post investigation assessment
3. Provision to be made for analysis of the site investigation and recording
4. Provision to be made for publication and dissemination of the analysis and records of the site investigation
5. Provision to be made for archive deposition of the analysis and records of the site investigation
6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.

B) No demolition or development shall take place other than in accordance with the Written Scheme of Investigation approved under condition (A).

C) The development shall not be occupied until the site investigation and post-investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authorities policy to provide for the examination of archaeological remains.

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This Written Scheme of Investigation (WSI) for historic building recording and archaeological investigation during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for Sarah Paulger, and is designed to satisfy the minimum requirements for archaeological recording to discharge Condition 6 of the planning consent (Markham 2012).

Site location and description

The site is located at Ordnance Survey grid reference SV 9202 1192 in a rural area of St Mary's between existing structures with a relatively level aspect at an approximate height of 35m ordnance datum.

Archaeological background

The Cornwall and Scilly Historic Environment Record (HER) notes that the application site is near the site of a possible Bronze Age entrance grave, the HER records: *Layard says that one of the largest barrows on the island, now destroyed, gave its name to Borough Farm. The OS field worker records the name Borough Farm is probably a corruption of barrow. Miss Watts, of Watermill, St Mary's, remembers a possible chambered cairn as once being in a field, but it is now destroyed. Nothing was visible in the area in 1978.* The HER also records that prehistoric worked flints were found on the farm, the HER records: *Some worked flints and one bead were found at Borough Farm and given to the Isles of Scilly museum. Two flint arrowheads also found at Borough Farm are now back in the possession of J Williams.*

Aims and objectives

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 Porthcressa 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.

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 HES 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.

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- 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
- 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 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 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 on 1 October 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.

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.

\\cc\root\PTE\Tru\CH\Groups\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\SCILLY\SITES.Q-T\ST_MARYS\Borough Farm Barn Watching Brief 146196\Borough Farm Barn WSI.doc

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Charles Johns

Senior Archaeologist

28 September 2012

Historic Environment Projects

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