



All Saints Church, Tuckingmill, Cornwall

Archaeological Watching Brief



Historic Environment Projects

Report No

2013R071

Report Name

All Saints Church, Tuckingmill, Cornwall

Report Author

Ryan P. Smith

Event Type

Watching Brief

Client Organisation

All Saints Church Restoration
Committee

Client Contact

Mr I. E. Hicks

Monuments (MonUID)

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Fieldwork dates (From) (To)

26/09/13

30/09/13

(Created By)

Ryan Smith

(Create Date)

01/10/13

Location (postal address; or general location and parish)

All Saints Church, Pendarves Street, Tuckingmill

(Town - for urban sites)

Camborne

(Postcode)

TR14 8DH

(Easting) X co-ord

165723

(Northing) Y co-ord

40725



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Institute for Archaeologists

Cover illustration

All Saints Church, Tuckingmill

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1. Project background

Background

Historic Environment Projects (HE Projects), Cornwall Council was commissioned by Ivor Hicks, Chairman of the All Saints Church restoration Committee to undertake a programme of archaeological recording, in the churchyard of All Saints Church, Tuckingmill, Camborne (Figs 1-4) during the excavation of a new soak-away and replacement drainage trenches in the north section of the churchyard (SW 65723 40725).

Archaeological recording was required ahead of the site works in the church yard. Phil Markham (Historic Environment Planning Advice Officer, Cornwall Council) produced a brief (5/7/2012) for archaeological recording (Appendix 1). A Written Scheme of Investigation (WSI), specifying the methodology for archaeological recording, was produced (12/12/2012) by Andy Jones (Project Manager, HE Projects) in response to the brief (Appendix 2).

Site description

All Saints Church, Tuckingmill is a Grade II Listed Building (66621), built in 'mock Norman style' (Kelly & Co 1893) in 1845, and has the largest arch in Cornwall (outside of Truro Cathedral). The church is a spacious and impressive building. It contains a 12th century font, which came originally from the medieval chapel at Menadarva (MCO 43295) (English Heritage 2011).

The site covered by the watching brief is located within the ground on the north eastern side of the All Saints Church Tuckingmill (Fig 5). The area of the soak-away was a small flat grassy area no more than 30 metres square.

The site lies within the South Roskear conservation area and the Camborne and Redruth Mining District World Heritage Site (Cornwall Council 2013).

The underlying geology consists of Mylor slate formation and Hornfelses Slate and Hornfelses siltstone (BGS 2013).

Potential sites

The tithe map of c1840 shows the land the church now stands on as open farmland (Fig 2). Although no previous archaeological work had been carried out on the site, it was possible, given that the church has been in use since 1845, for human remains to survive below-ground within the development area. It is also possible for earlier unrecorded buried archaeological remains to survive in the project area.

2. Aims and objectives

The aims of the project were to:

- Ensure that the site works are carried out in such a way as to allow recording as set out in the Written Scheme of Investigation.
- Record any stratified human remains which cannot be preserved *in situ*.
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- Establish the nature of the activity on the site.
- Identify any artefacts relating to the occupation or use of the site.
- Provide further information on the archaeology of All Saints Church from any archaeological remains encountered.

3. Working methods

Desk-based assessment

A rapid desk-based survey assessment of historical databases and archives was carried out prior to the commencement of fieldwork in order to inform the fieldwork stage. The main sources consulted were as follows:

- Cornwall HER
- Published sources
- Historic Maps including
 - Camborne Tithe Map (c1840)
 - 1st and 2nd Editions of the OS 25 inch maps (c1880 and c1907).
- Modern Maps.
- Online publications.

Fieldwork

The archaeological fieldwork was undertaken as an 'archaeological watching brief', with the soil stripping being carried out under archaeological supervision.

Excavation of the site involved both hand digging and a 2.8 tonne mini excavator fitted with a 1.2m wide toothless bucket. The soil was stripped to a level at which archaeological features or layers were revealed or the top of the natural subsoil exposed (i.e. the top of the first archaeologically significant horizon or the natural, whichever was highest). Old drains were removed by a mini excavator fitted with a narrower toothed bucket.

4. Results

On Thursday 26 September the contractors excavated a trench measuring 1.7m by 0.5m and 1.2m deep, by hand in order to carry out a percolation test, this excavation was monitored by the on site archaeologist. No archaeological features or artefacts were recorded.

On Monday 30 September 2013, as a result of the earlier percolation test the contractors had reduced the size of the area to be excavated to one measuring 3m by 3m and 1.2m deep. This excavation was carried out using a mechanical mini digger. The trench was excavated into the natural subsoil (Figs 5-7).

No features of archaeological significance were apparent during the stripping of the designated area. A sample section of the excavation along the south east side of the trench was recorded (nature of soil depth and layers present, etc.) (see table below).

South east side of trench

Depth	Thickness	Description	Interpretation	Context
0 - 0.10m	<0.10m	Grass, roots and topsoil.	Topsoil	(100)
0.10 - 0.30m	<0.30m	Mid brown, Loam, very fine particulates. Rare stone inclusions, unsorted, < 1cm in size, irregular shapes, angular.	Second soil, appears to have been introduced to the site as a result of landscaping.	(101)
0.30m - 0.35m	<0.35m	Dark organic material, almost black in colour, bioturbation and roots present, peaty. Rare stone inclusion, irregular shape, unsorted.	Appears to be the old ground surface, which was buried under (101).	(102)

0.35m – 0.50m	<0.50m	Mid to dark brown material, loose, larger stones present <10cm, unsorted, irregular shapes, and angular. Roots present within material.	Old second soil, some intermix with lower material.	(103)
0.50 – 0.80m	<0.80m	Orange colour material loose, in appearance with larger stone present, some larger than 20 cm in length, angular and irregular shapes. Soil matrix within layers, appears more sorted with larger stones at the base of the context.	Natural	(104)
0.80 – 1.2m	<1.2m	Mid grey more clay like in appearance, larger stones present, outcrop or clump of what appeared to be blue elvan, majority of material loose, but harder to excavate by machine.	Natural.	(105)

On completion of the soak-away pit, the contractors using a mechanical excavator fitted with a 0.50m wide toothed bucket, proceeded to remove two ceramic drainage pipes attached to the church drainage system. The pipes were excavated and removed until a nearby access hatch was reached (Fig 4). The trenches varied in depth and length but did not exceed 0.6m deep. The fill of both trenches comprised modern building materials and loose soil.

A new trench 5m in length and varying between 0.6m and 0.75m deep, was excavated from the manhole to the new soak-away pit.

Surface examination of the area between the war memorial (south west) and the area containing the cremation stones to the north east showed it to be extremely flat in comparison to the rest of the site, implying landscaping had occurred within this area. This observation is supported by the presence of what appears to be a second or older ground level (102) in the soak-away trench (see table above).

No features of archaeological significance were disturbed during the excavation of the soak-away or the drainage pipes and no artefacts were retrieved. The development did not, therefore, have any discernable impact on the archaeological resource.

5. References

Published

- Kelly & Co 1893, *Tuckingmill*, Kelly's Directory Cornwall 1893, High Holborn. pp.1309
 Ordnance Survey, c1880. 25 inch Map First Edition (licensed digital copy at HE)
 Ordnance Survey, 2013 Mastermap Digital Mapping
 Tithe Map and Apportionment, c1841. Parish of *Camborne* (digital copy at HE)

Web sites

- BGS 2013 *British Geological Survey*.
<http://mapapps.bgs.ac.uk/geologyofbritain/home.html> . Accessed. 01/10/13
 Cornwall Council, 2013. Mapping. <http://mapping.cornwall.gov.uk/website/ccmap/>
 English Heritage, 2011. *The National Heritage List for England*, <http://list.english-heritage.org.uk/resultsingle.aspx?uid=1310848>

6. Project archive

The HE project number is **146297**.

The project's documentary, photographic and drawn archive is housed at the offices of Historic Environment, Cornwall Council, Fal Building, New County Hall, Truro, Cornwall, 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 ..\ R\Historic Environment (Images)\SITES.Q-T\Tuckingmill All Saints WB Sep_2013
3. English Heritage/ADS OASIS online reference: cornwall2-160237
4. This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites T\Tuckingmill All Saints Church

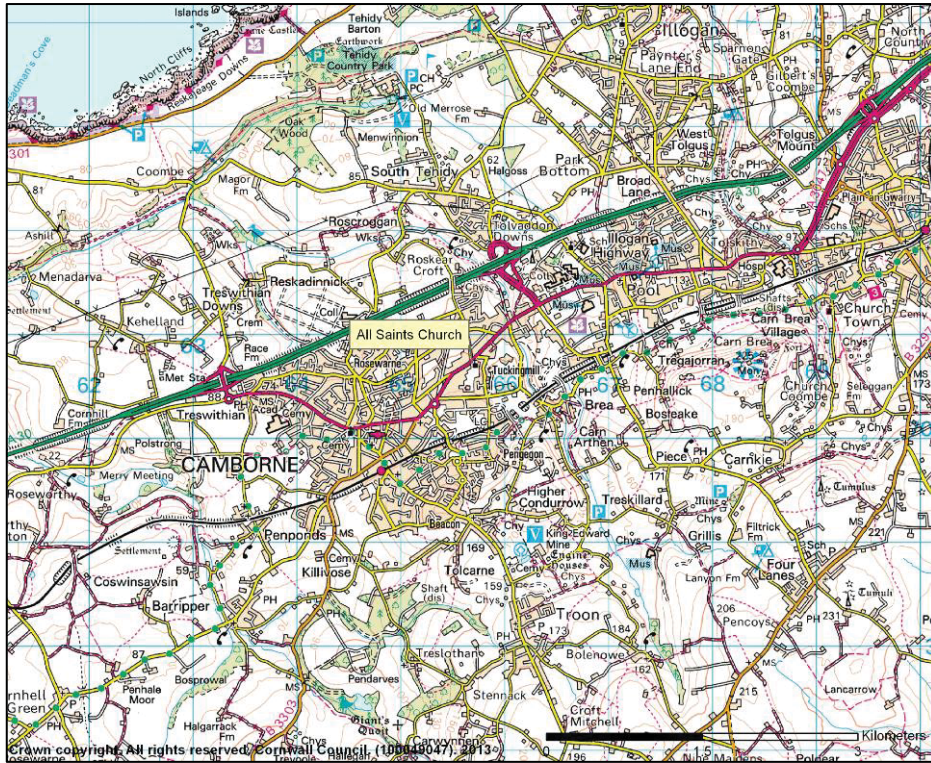


Figure 1. Location of All Saints Church, Tuckingmill.

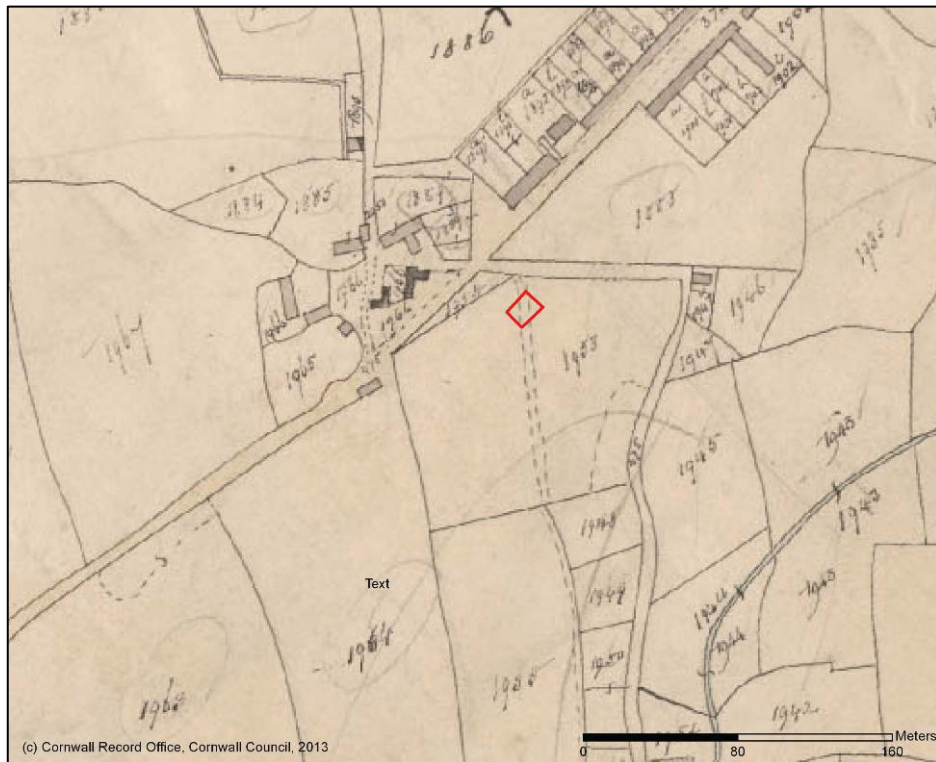


Figure 2. Tithe Map of Camborne Parish showing location of Tuckingmill Church (Approximate area of site outlined in red).

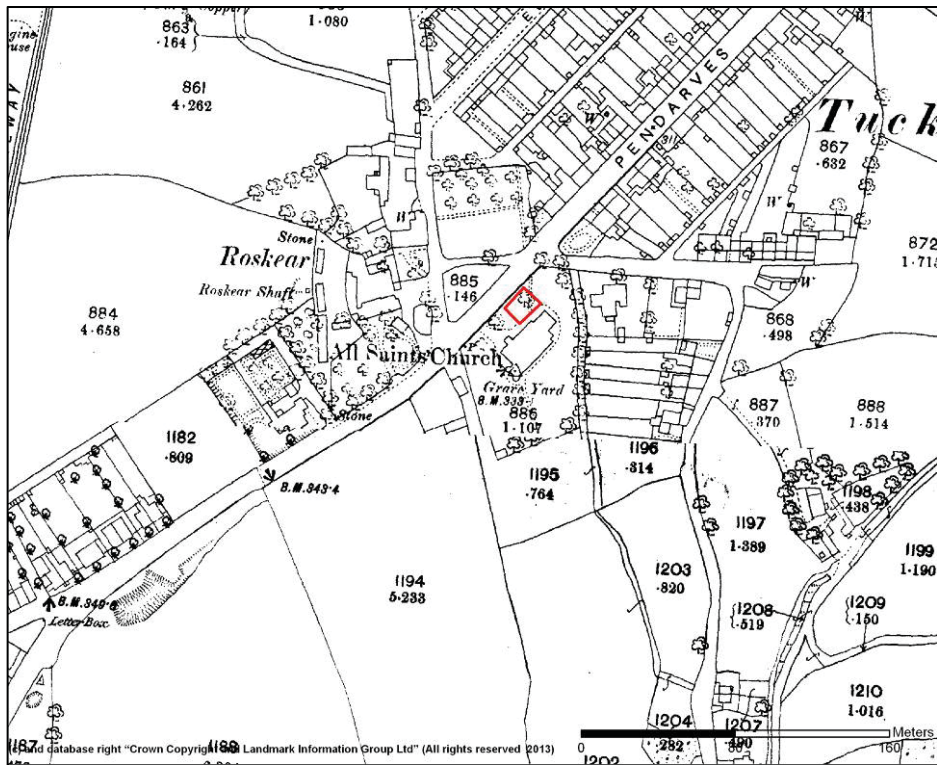


Figure 3. 1880 Ordnance Survey map showing location of proposed soak-away within grounds of Tuckingmill Church.

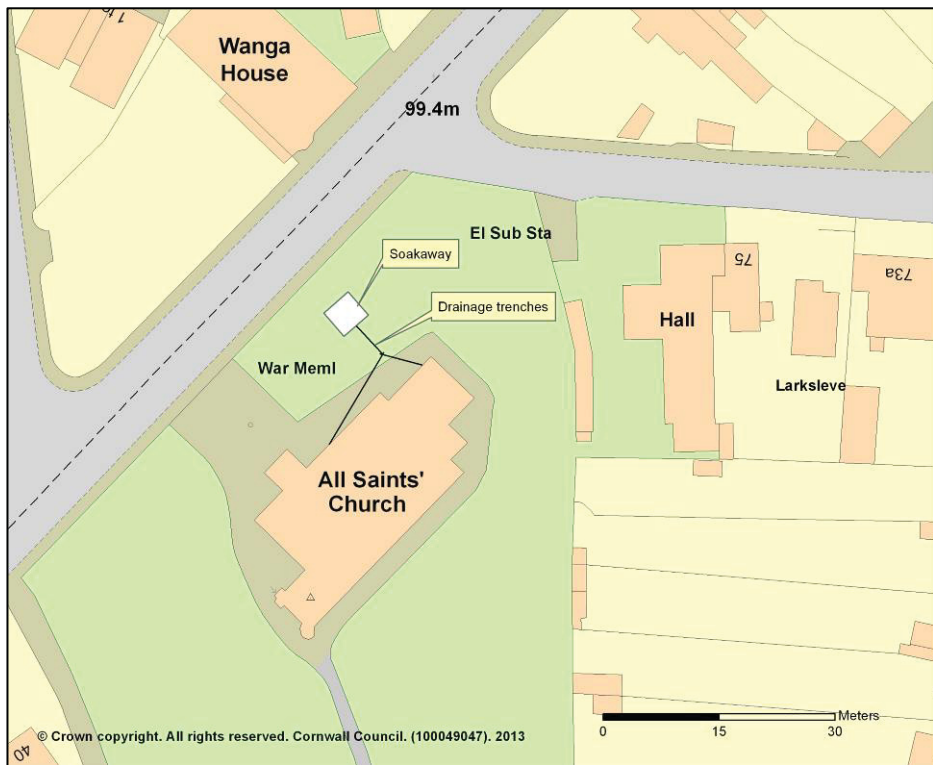


Figure 4. Modern map showing location of soak-away and trenches within grounds of All Saints Church Tuckingmill.



Figure 5. View of site looking north.



Figure 6. View of the natural subsoil after removal of soil.



Figure 7. View looking east of completed excavation of soak-away with new the drainage trench.

APPENDIX 1: BRIEF FOR ARCHAEOLOGICAL RECORDING

Date: 7th December 2012

Address: All Saints Church, Pendarves Street, Tuckingmill, Camborne

Application: Faculty Application through the Diocesan Advisory Council (DAC)

HBSMR: CCO5363

Agent/Contractor: Matt Terrell, pdp Green Consulting Ltd, Unit 3 Calenick House, Truro Technology Park, Heron Way, Newham, Truro TR1 2XN t. 01872 265400

e. matthew.terrell@pdpgreen.co.uk

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

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

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

Contractors Written Scheme of Investigation (WSI)

No ground should be undertaken until the HEPAO has approved the archaeological contractor's WSI.

1 Introduction

1.1 This brief has been written by the HEPAO and sets out the minimum recommendations for archaeological recording at All Saints Church, Tuckingmill.

2 Site Location and Description

2.1 All Saints Church is Listed Grade II and is located on Pendarves Street, Tuckingmill, Camborne and at Ordnance Survey Grid Reference SW 65722 40732. The List description includes: 1843-5, by J. Hayward of Exeter. Coursed squared red sandstone with white granite dressings, slate roof. Nave with north porch and south aisle, chancel, west tower attached to aisle rather than nave. Romanesque style with round-headed openings. The square 4-stage tower has shallow ½-height angle buttresses to the north-west corner, a cylindrical stair turret at the south-west corner, slender corner shafts above these, bands to all stages and another at impost level of the top stage; a west doorway with set-in shafts, a single-light window in each side of each of the first 3 stages (except the south side of the 1st), all with pilaster jambs, louvered 2-light belfry windows with central and set-in shafts with carved capitals, and a corbel table to a pyramidal lead roof with a finial.

2.2 The 5-bay nave has granite lesenes and a Lombard frieze to each bay, a gabled porch to the 4th bay with a Norman-style doorway including set-in shafts and carved extrados, and single-light windows in the other bays (like those in the tower); the west corner has a clasping pilaster, and the west gable wall has 2 similar windows and, in the gable above, a triple-light window which has shafts with cushion capitals and a sill-band. The gables are coped, with a cross at the east end.

- 2.3 The one-bay chancel is in matching style, and has a large triple-light east window. The 5-bay south aisle matches the nave. Interior: white-painted unplastered walls with splayed window embrasures; 5-bay aisle arcade of cylindrical columns with scalloped caps and chamfered semicircular arches; semicircular chancel arch with slender set-in shafts and dog-tooth ornament round the head; tall tower arch with set-in shafts and stilted semicircular head; arch-braced collar truss roof supported by slender wall posts on large scalloped corbels; very fine Norman bowl font of c.1100, said to be from former chapel of St Derwa at Menadarva, with interlaced inverted semicircles below 2 ropework bands round the bowl and incised zigzag round the rim.

3 Planning Background

- 3.1 A Faculty Application has been submitted to the Diocesan Advisory Council (DAC) for the pre-Christmas meeting. This is for conservation works and a new soakaway and associated works.

4 Archaeological Background

- 4.1 The Cornwall and Scilly Historic Environment Record (HER) does not include any earlier records than the church in the area of the proposed works; as this is a relatively 'modern' church 1843-5 we would not expect any significant archaeology to be disturbed. However, burials and associated surviving remains may be disturbed which should be treated with due reverence.

5 Requirement for Work

- 5.1 Ground works associated with the development may disturb burials and associated remains. It is therefore recommended that a suitably qualified archaeologist(s) is/are present during these works in order to identify and record any features of interest and lift any surviving human remains which cannot be left in situ for appropriate reburial.

- 5.2 The site specific aims are to:

- To record and excavate human remains which cannot be left in situ
- 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

6 General Methodology

- 6.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).

- 6.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).

- 6.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.

- 6.4 All of the latest Health and Safety guidelines shall be followed on site.
- 6.5 The IfA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.
- 6.6 Terminology will be consistent with the English Heritage Thesaurus.

7 Archaeological Recording Methodology

- 7.1 Prior to the commencement of on site works the archaeological contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth, where appropriate.
- 7.2 An archaeologist shall be present during all ground works associated with the development, unless circumstances dictate a different approach. A toothless ditching bucket can be used for the removal of any overburden until the first archaeological horizon is exposed. This will then be hand cleaned as appropriate.
- 7.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.
- 7.4 Details of how all archaeological contexts and artefacts will be excavated, surveyed, recovered and recorded shall be provided. The site will be tied into the national grid.
- 7.5 Details of the site planning policy shall be given in the WSI. The normal preferred policy for the scale of archaeological site plans is 1:20 and sections 1:10, unless circumstances indicate that other scales would be more appropriate.
- 7.6 The photographic record shall consist of prints in both black and white and colour together with the negatives. Digital photography may be used for report illustration. For both general and specific photographs, a photographic scale shall be included. In the case of detailed photographs it may be appropriate to include a north arrow. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.
- 7.7 If significant archaeological deposits are exposed, all works must cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

8 Finds

- 8.1 All finds, where appropriate, will be retained from each archaeological context excavated.
- 8.2 All finds, where appropriate, shall be washed.
- 8.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

- 8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.
- 8.5 The requirements for conservation and storage shall be agreed with the Royal Cornwall Museum prior to the start of work, and confirmed in writing to the HEPAO.
- 8.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 8.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 8.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 8.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

9 Human Remains

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

10 Results

- 10.1 The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the archaeological contractor, Cornwall County Council Historic Environment Service and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 10.2 The archaeological contractor will undertake the English Heritage/ADS online access to the index of archaeological investigations (OASIS).
- 10.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 10.4 The report must contain:
 - A concise non-technical summary of the project results.

- The aims and methods adopted in the course of the investigation.
- A discussion of the archaeological findings in terms of both the site specific aims and the desk based research.
- A location map, a drawing showing those areas examined as part of the archaeological recording, and copies of any archaeological plans and sections. All plans shall be tied to the national grid.
- All specialist reports and assessments.
- A summary of the archive contents and date of deposition.
- A context register with brief descriptions shall be included as an appendix.
- A copy of the brief and the approved WSI will be included as an appendix.

10.5 A contingency shall be made within the costs for full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

11 Archive Deposition

11.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the Royal Cornwall Museum. Please check the accessioning and deposition information on the Royal Cornwall Museum website and fill in the 'Notification of Fieldwork' form. Once this has been accepted an accession number will be provided by the museum.

<http://www.royalcornwallmuseum.org.uk/policies/>

11.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Cornwall County Record Office and with the Courtney Library of the Royal Institution of Cornwall.

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

11.4 Where there is only a documentary archive this will be deposited with the Cornwall Record Office as well as the Courtney Library of the Royal Institution of Cornwall.

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

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

11.7 Only on completion of 11.1 to 11.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

12 Monitoring

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

- 12.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.
- 12.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

APPENDIX 2: Written Scheme of Investigation for an archaeological watching brief at All Saints Church, Tuckingmill

1. Introduction

1.1 Background

HE Projects, have been requested by Matt Terrell of pdp Green Consulting Ltd to provide a project design and estimate for a programme of archaeological recording during the excavation of a soak-away and replacement drainage trenches at All Saints Church, Tuckingmill. The work is expected to take place during May / June 2013.

Phil Markham (Historic Environment Planning Advice Officer, Cornwall Council) produced a brief for archaeological recording (brief 7/12/12) and his requirements for archaeological recording have guided this project design.

1.2 Historical background

All Saints church, Tuckingmill, was built in 'Mock Norman Style' in 1845, and has the largest arch in Cornwall (outside of Truro Cathedral). The church is a spacious and impressive building which contains a 12th century font, which came originally from the medieval chapel at Menadarva. There are no known archaeological sites in the immediate vicinity; however, human remains associated with 19th century burials may survive around the church. Given that the church is situated in land shown as farmland on the 1840 Tithe map, it is also possible that buried archaeological deposits survive below-ground.

Potential sites

Given that the church has been in use since 1845 it is possible that human remains may survive below-ground. It is also possible for earlier unrecorded buried archaeological remains to survive in the project area.

2. Aims and objectives

- To ensure that the site works are carried out in such a way as to allow recording as set out in this Written Scheme of Investigation.
- To record any stratified human remains which cannot be preserved *in situ*.
- To determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- To establish the nature of the activity on the site.
- To identify any artefacts relating to the occupation or use of the site.
- To provide further information on the archaeology of All Saints church from any archaeological remains encountered.

3. Methodology

The archaeological programme will follow three stages: fieldwork; archiving, and archive report production. Where significant deposits are encountered further stages of assessment; analysis; final publication may be required.

3.1 Fieldwork

3.1.1 Archaeological Recording

The site works should be carried out under archaeological supervision. It is anticipated that they will be carried out in the space of two days. Any significant archaeological features exposed in the excavated area will be carefully excavated by hand and archaeologically recorded by written description, plan, section and photographic record as appropriate by an HE Projects archaeologist.

During the archaeological recording the archaeologist will:

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

If complex and/or significant archaeological deposits are encountered then the archaeological requirements should be reviewed by the client, the Historic Environment Planning Advice Officer and HE Projects. **In the event that remains cannot be preserved *in situ* then full-scale excavation may be required.** 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 excavated area and plotting them onto a base map.
- Production of plans and section drawings of the excavated features and recording of features using a continuous numbering system.
- Retrieval of artefacts.

Recording - general

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey Landline (electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.
- All features and finds will be accurately located at an appropriate scale. Sections will normally be drawn at 1:10 and plans at 1:20.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.
- Photography: scaled monochrome photography will be used as the main record medium, with colour digital images used more selectively for illustrative purposes. This will include both general and site specific photographs. Photographs should have a scale and detailed ones should include a north arrow.
- Drawings and photographs will be recorded in a register giving details of feature number and location.
- Sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within significant archaeological features (ditches and pits, etc) will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Regional Advisor for Archaeological Science).
- If human remains are discovered on the site the Historic Environment Planning Advice Officer and the Ministry of Justice will be informed. All recording will conform to best practice and legal requirements.
- If human remains are uncovered, which require excavation, they will be excavated with due reverence. The site will be adequately screened from public view. Once excavated, human remains must not be exposed to public view.
- If human remains are not to be removed their physical security will be ensured, by backfilling as soon as possible after recording.

3.2 Treatment of finds

The archaeological fieldwork may produce artefactual material.

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

3.3 Archiving

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

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

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

3.4 Archive report

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

This will involve:

- Producing a descriptive text.
- Producing maps and line drawings.
- Selecting photographs.
- Report design.
- Report editing.
- Dissemination of the finished report.
- Deposition of archive and finds in the Royal Cornwall Museum, Truro.

The report will have the following contents:

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

An English Heritage/ADS online access to the index of archaeological investigations (OASIS) record will be made.

4. Monitoring

- This written scheme of investigation will need to be approved by the Planning authority.
- The recording exercise will be monitored. The Historic Environment Planning Advice Officer should be informed one week in advance of the intention to start the recording.
- HE Projects will liaise with the Historic Environment Planning Advice Officer to advise on the programme and progress of work, and agree site meetings as required.
- A summary of the results will be presented to the Historic Environment Planning Advice Officer within one month of the completion of the fieldwork.
- In the event that significant remains are encountered an updated project design will be agreed with the Historic Environment Planning Advice Officer.

5. Project Staff

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

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

The project manager will be a Member of the Institute for Archaeologists (IFA), who will:

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

6. Timetable

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

7. Health and safety during the fieldwork

7.1 Health and safety statement

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

Prior to carrying out any fieldwork HE will produce a Risk Assessment.

8. Insurance

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

9. Standards

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

As part of Environment, Planning and Economy Directorate of Cornwall Council, the HE projects team has certification in BS9001 (Quality Management), BS14001

(Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

10. Copyright

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

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

Use of the material will be granted to the client.

11. Freedom of Information

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

Notes

- The client will be responsible for the Health and Safety arrangements onsite.
- No costs are included for post-excavation analyses. However, in the event that significant remains were uncovered, a post-excavation programme (assessment, analysis and reporting) would need to be reviewed in the light of the fieldwork.

12/12/12

Dr Andy Jones

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