



St Newlyn East, The Old Forge, Cornwall

Archaeological watching brief



Report No

2012R076

Report Name

St Newlyn East, The Old Forge,
Cornwall

Report Author

Anna Lawson-
Jones

Event Type

Archaeological
Watching Brief

Client Organisation

Owner – Mr Ash Theasby

Client Contact

Mr Ash Theasby

Monuments (MonUID)

-

Fieldwork dates (From)

1st October
2013

(To)

1st October
2013

(Created By)

Anna Lawson-
Jones

(Create Date)

October 2013

Location (postal address; or general location and parish)

The Old Forge, Churchtown, St Newlyn East, Newquay, Cornwall, TR8 5LJ

(Town – for urban sites)

St Newlyn East

(Postcode)

TR8 5LJ

(Easting) X co-ord

Centred at
82845

(Northing) Y co-ord

56389



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Fig 4 *Architects plan as provided by the client, showing the proposed build (see location above).*

1 Project background

HE Projects were commissioned by Mr Ash Theasby to undertake an archaeological watching brief for the proposed redevelopment of a site at St Newlyn East (fig 4).

Prior to works the site was occupied by a building awaiting demolition (shown on the front cover). The site is located within the core of the medieval village settlement of St Newlyn East, close to the medieval Parish Church of St Newlina (fig 1).

The development was subject to a planning condition (PA12/08061). This states that:

'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'.

and

'The developer shall afford access at all reasonable times to any archaeologist nominated by the Local Planning Authority, and shall allow him to observe the excavations and record items of interest and finds'.

Dan Ratcliffe (Historic Environment Planning Advice Officer, Cornwall Council) produced an Archaeological Brief for recording (19/03/2013).

Andy Jones (Archaeologist Team Leader, Historic Environment Projects) produced a Written Scheme of Investigation (WSI) guiding archaeological recording (05/07/2013), which set out the methodology for archaeological recording.

Location, name and setting

The medieval village of St Newlyn East is located on a plateau, approximately 90m OD, overlooking a rolling landscape of hills and valleys interspersed with small farmsteads (fig 2).

The site is located within the medieval core of the village, close to the church and opposite the central village pub (fig 1 and 3). The name St Newlyn East derives from the 1259 church name *Sancta Niwelina*, named after the parish saint who was believed to have been martyred by her father, a king (Padel 1988, 129). Subsequent names include *Seint Neulin* in 1270, *Eglosnyulum* in 1415, *Nulyn* in 1543 and *Newlyn East* in 1884.

Much of the surrounding landscape has been classified as Anciently Enclosed Land (Cornwall Council 1996). Anciently Enclosed Land frequently contains buried archaeological remains of all dates. It is bounded to the east by the Lappa Valley and by the extensive disused mine workings of Cargoll Mine situated in Recently Enclosed Land on Newlyn Downs to the south.

The geology of this area is interbedded Palaeozoic slaty mudstone and siltstone overlain by well drained fine loamy soils. Agriculturally the landuse is predominantly dairying on the lowland and stock rearing on the higher ground.

2 Aims and objectives

The following aims and objectives are as laid out in the Project Design (included at the back of this report).

- To ensure that the site works are carried out in such a way as to allow recording as set out in this Written Scheme of Investigation.
- To establish the presence/absence of archaeological remains and record archaeological features and deposits affected by the development.

- To determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- To establish the nature of the activity on the site, and determine whether activity associated with the medieval church extends into the development area.
- To identify any artefacts relating to the occupation or use of the site.
- To provide further information on the archaeology of St Newlyn East from any archaeological remains encountered.
- To deposit the archive (including any finds) with the relevant museum and disseminate the results of discoveries as a concise archive report and, if merited, wider publication.

3 Working methods

Fieldwork, recording and finds

Following demolition of the former garage and workshop the excavation of footings for the new build was carried out under archaeological supervision using a machine fitted with a toothless bucket.

The site was stripped to a level at which archaeological features or layers might be expected. The excavated area was then inspected.

No significant artefacts were disturbed, and no finds were collected.

Archiving and report production

The results from the fieldwork have been collated as an archive.

The documentary archive will in due course be deposited with the Cornwall Record Office, but in the medium term are stored at ReStore.

All digital records are filed on the Cornwall Council network.

The results from the watching brief project have been presented within this short report.

4 Results

Fieldwork was undertaken on 07/10/2013 by Laura Ratcliffe.

- Demolition of the previous garage and workshop on site had been completed, including the removal of the underlying concrete raft by the time the project archaeologist arrived on site.
- The main internal area of the site had been stripped down to a weathered reddish orange compact shillet, which formed the uppermost part of the underlying bedrock.
- The foundation slots for the new build were cut down through an approximate 0.5m depth of undisturbed shillet/killas.
- Some peripheral walling marking the extreme edges of the plot were left *in-situ*.
- The back, southern wall consisted of 0.2m to 0.3m sized rough un-cut slate/shillet stone within a lime mortar matrix. The wall was described as patchy with collapsed areas and voids on its internal face. The patchy character of the walling probably reflects in large part the former presence of a series of buildings which are shown on the 1880 and 1907 and later mapping (figs 2 and 3). The western side of this walling collapsed during machine clearance works, in part because of root damage. The fallen

stones were piled on site awaiting re-building. Because of the wall's collapse it was possible to record an approximate 0.5m depth of garden soil overlying bedrock behind the wall. The soil was described as very clean, with no finds or inclusions.

- The western side of the plot was defined by a further retained wall of similar construction. This wall acts as a retaining wall for the adjacent church graveyard, and is shown on all mapping since 1880. It is not shown on the 1840 Tithe map. The wall included a number of shaped granitic stones. The northern road-ward face of the wall was neat with a flat outer surface. Although some concrete/plaster skimming had been undertaken in the past, patches of brickwork could still be seen from past repairs at its southern end, while other parts of the stone wall were awaiting cleaning and re-pointing. An approximate 1m length of single course brickwork was recorded at the front of the plot, in the north-western corner close to the wall's foundations.
- Retained walling on the eastern side were recorded as being of rendered concrete block and brick construction.

NOTE: client supplied architects drawings indicate through annotation that the western, southern and southern part of the eastern walls are to be retained (see fig 4).

5 Statement of significance

This report has shown that no significant archaeological remains were present on site when the watching brief took place. Stray medieval finds might have been expected, given the central location of the site within the medieval core of St Newlyn East and the depth of recorded garden soils. However, none were present and this may represent the dumping of domestic waste including pottery on the adjacent fields as a form of manuring and waste disposal - a practice found across Cornwall.

It is probable that the pattern of construction, demolition and reconstruction on site over the last few hundred years, including that of this latest build has scoured away all evidence for the site's historic development and use.

6 References

Primary sources

Cornwall County Council 2005 aerial mapping of Cornwall.

Ordnance Survey 1809, *1 inch mapping* First Edition (licensed digital copy at HE)

Ordnance Survey c1880. *25 Inch Map* First Edition (licensed digital copy at HE)

Ordnance Survey c1907. *25 Inch Map* Second Edition (licensed digital copy at HE)

Ordnance Survey 2007. *Mastermap Digital Mapping*

Tithe Map & Apportionment, c1840. *St Newlyn East* (licensed digital copy at HE)

Publications

Cornwall County Council, 1996. *Cornwall Landscape Assessment 1994*, Cornwall County Council, Truro.

Padel, O.J. 1988, *A popular dictionary of Cornish place-names*, Penzance

7 Project archive

The HE project number is **146076**

The project's documentary, photographic and drawn archive is housed at the offices of Historic Environment, Cornwall Council, Fal Building, County Hall, Treyew 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. English Heritage/ADS OASIS online reference: [cornwall2-161383](#)

This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites S\St Newlyn East Old Forge WB

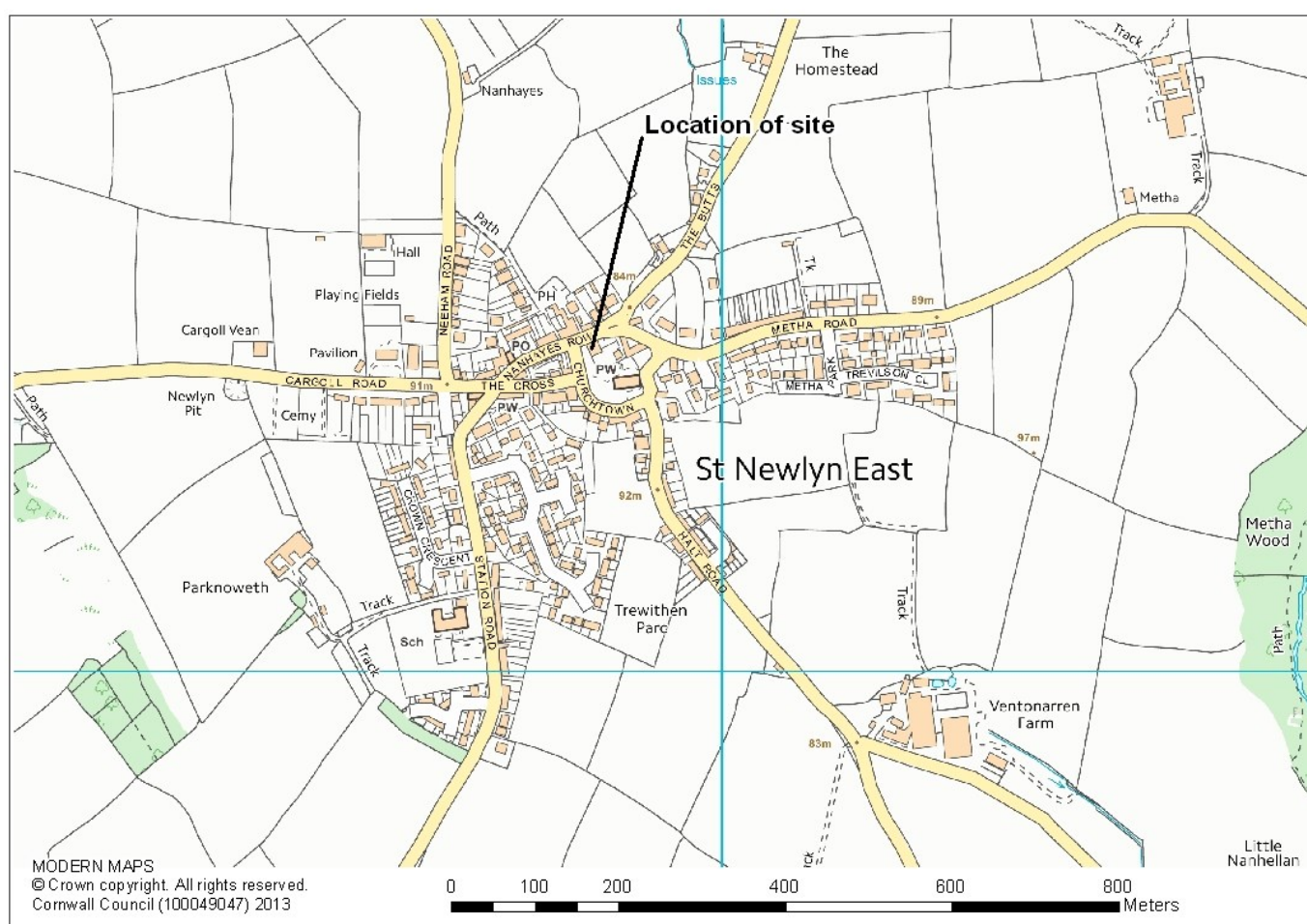


Fig 1 Location map showing St Newlyn East and the site location.

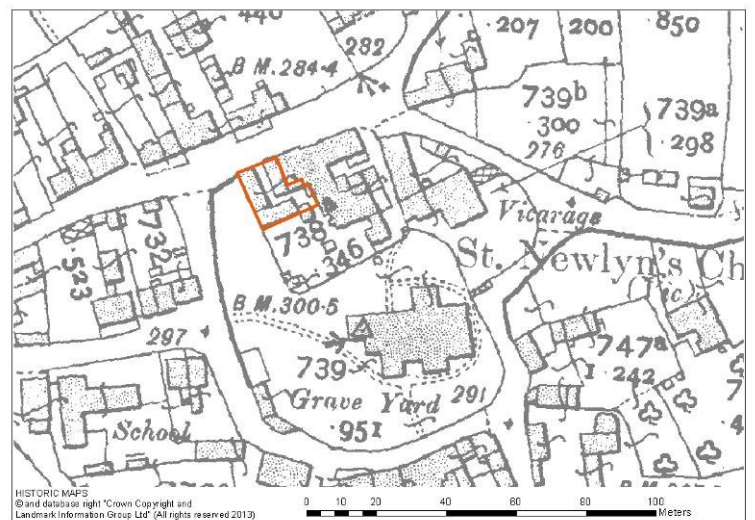
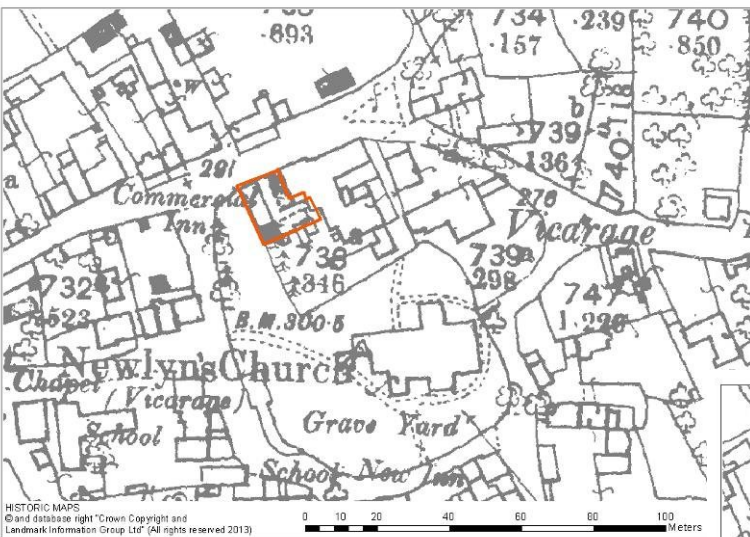
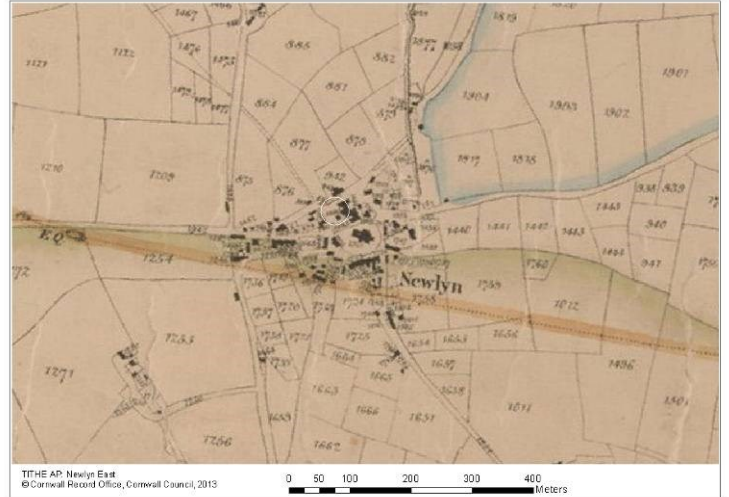
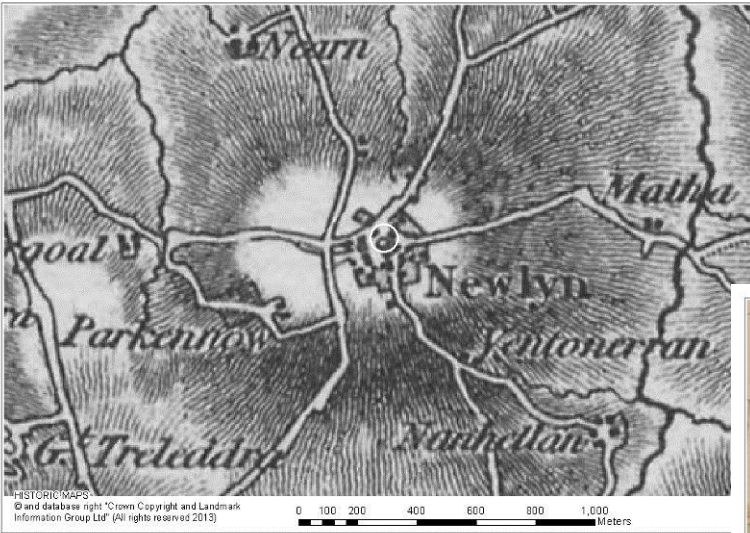


Fig 2 Extracts from Historic Maps showing (from top to bottom): part of the 1809 OS First Edition One Inch Map; part of the c1840 St Newlyn East Tithe Map; and parts of the c1880 and the c1907 OS maps.

These show the development of St Newlyn East over the last 200 years and highlight the central location of the development site within this medieval in origin settlement.

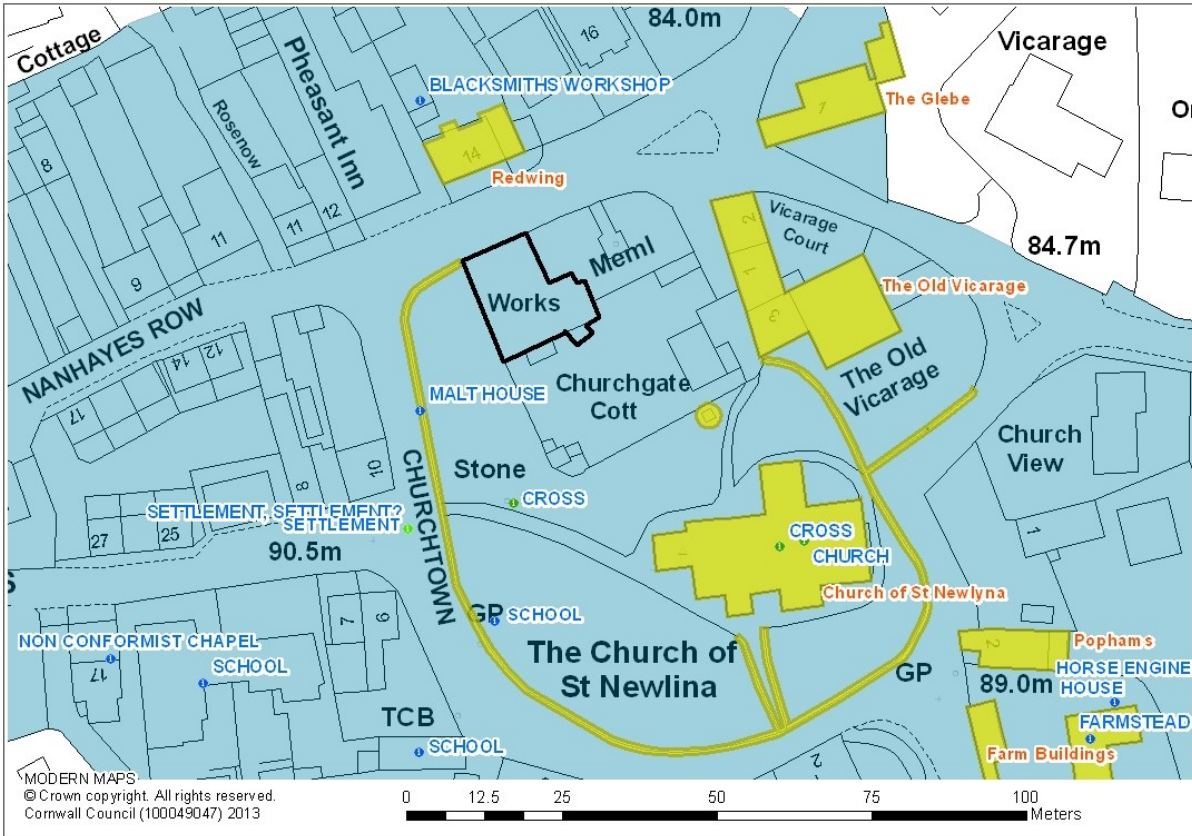


Fig 3 Map showing the site located within the St Newlyn East Conservation Area (DCO49); with Listed Buildings (yellow), and HER sites (blue text).

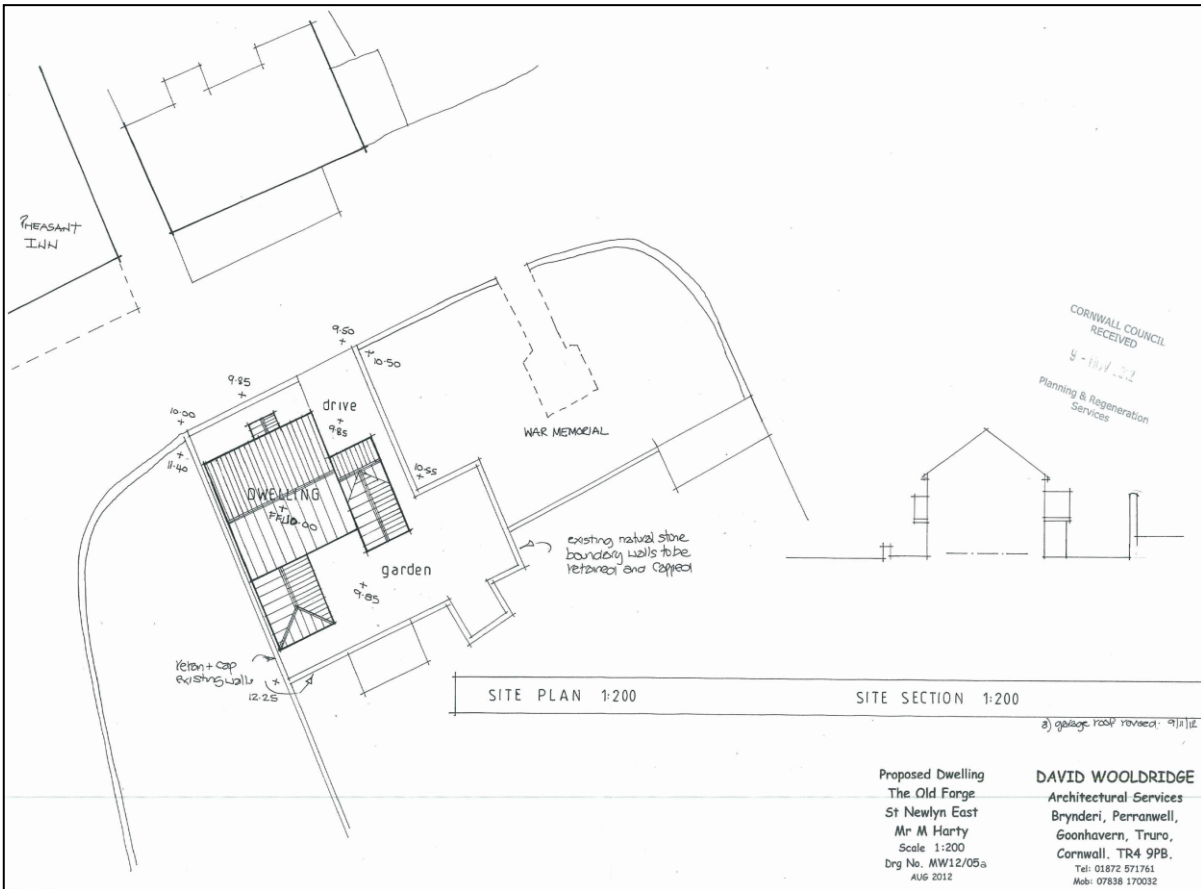


Fig 4 Architects plan as provided by the client, showing the proposed build (see location above).

8 Brief for archaeological recording

Date: 19/03/2013

Address: The Old Forge, Churchtown, St Newlyn East, Newquay, Cornwall, TR8 5LJ

Site: Demolition of existing garage/workshop and erection of detached dwelling and associated works

Application: PA12/08061 Demolition of existing garage/workshop and erection of detached dwelling and associated works.

HBSMR: CCO5477

Applicant:

Agent: David Wooldridge

Historic Environment Planning Advice Officer: Dan Ratcliffe, Cornwall Council, Historic Environment Service, Kennall Building, Old County Hall, Truro TR1 3AY. Tel. 01726 223463
E-mail. dratcliffe@cornwall.gov.uk

Local Planning Authority Officer:

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 the above site. This work is required to discharge conditions 4 and 5 of planning application PA12/08061 placed on the development.

2 Site Location and Description

This site, in the centre of St Newlyn East Conservation Area and adjacent to the medieval parish church currently consists of a large stone faced building with a modern low pitched roof, presumably a prefabricated metal truss. The building, which would appear to have been in recent light industrial use may incorporate parts of the structure of older buildings, however the primary archaeological interest lies in the potential of the ground to contain medieval and early post medieval deposits and / or burials.

3 Planning Background

Planning application PA12/08061 was submitted on the 21st of August 2012 and was for the "Demolition of existing garage/workshop and erection of detached dwelling and associated works"..... This application has been approved subject to a number of conditions.

Condition 4 states:

No development shall take place within the area to be developed until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the Local Planning Authority.

Condition 5 states:

The developer shall afford access at all reasonable times to any archaeologist nominated by the Local Planning Authority, and shall allow him to observe the excavations and record items of interest and finds.

These conditions have been applied at the suggestion of English Heritage's Inspector of Historic Buildings and Areas due to the potential of the site to contain archaeological remains. This brief outlines the scope of archaeological works required to satisfy these conditions through an archaeological watching brief and appropriate report.

The applicant, their agents and any subcontractors should note that where there are other conditions requiring satisfaction in advance of the commencement of works on site; it is the responsibility of the applicant to liaise with the planning officer concerned to ensure that the timetabling of these works is managed.

4 Archaeological Background

The oldest confirmed site in St Newlyn East is the Church of St Newlyn. The building's oldest parts are the lower courses of its 12th century cruciform core which incorporate reused Norman architectural components. Its font was dated by Sedding to the later 12th century (HER MCO6394). Around the church the plan form suggests that originally the church was surrounded by a circular enclosure into which this property, *The Old Vicarage*, *Vicarage Court*, *Churchgate Cottage* and the war memorial have encroached. The St Newlyn East Cornwall Industrial Settlement's Initiative report (Cahill 2004) suggests that this circular enclosure may represent either an early medieval *lann*, the full extent of the medieval churchyard or possibly an Iron Age defended settlement or hill fort. All these possibilities suggest a high archaeological potential for earlier than medieval remains to exist within this site.

5 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.

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 undertake palaeo-environmental investigation as appropriate
- To ensure proper recording and appropriate recovery of any human remains
- To provide further information on the archaeology of the site from any archaeological remains encountered
- To clarify the development and origins of the putative circular enclosure around St Newlyn parish church.

6 General Methodology

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

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

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

6.4 All of the latest Health and Safety guidelines shall be followed on site.

6.5 The IfA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.

6.6 Terminology will be consistent with the English Heritage Thesaurus.

7 Archaeological Recording Methodology

7.1 Prior to the commencement of on site works the archaeological contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth, where appropriate.

7.2 An archaeologist shall be present during all ground works associated with the development, unless circumstances dictate a different approach. A toothless ditching bucket can be used for the removal of any overburden until the first archaeological horizon is exposed. This will then be hand cleaned as appropriate.

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

7.4 Details of how all archaeological contexts and artefacts will be excavated, surveyed, recovered and recorded shall be provided. The site will be tied into the national grid.

7.5 Details of the site planning policy shall be given in the WSI. The normal preferred policy for the scale of archaeological site plans is 1:20 and sections 1:10, unless circumstances indicate that other scales would be more appropriate.

7.6 The photographic record shall consist of prints in both black and white and colour together with the negatives. Digital photography may be used for report illustration. For both general and specific photographs, a photographic scale shall be included. In the case

of detailed photographs it may be appropriate to include a north arrow. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

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

8 Finds

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

8.2 All finds, where appropriate, shall be washed.

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

8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.

8.5 The requirements for conservation and storage shall be agreed with the Royal Cornwall Museum prior to the start of work, and confirmed in writing to the HEPAO.

8.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.

8.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).

8.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).

8.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

9 Human Remains

9.1 Any human remains which are encountered must initially be left in situ and reported to the HEPAO and the appropriate authorities (the Coroner), where appropriate. If removal is necessary this must comply with the relevant Government regulations. If burials are encountered their legal status must be ascertained and recording and/or removal must comply with the legal guidelines.

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

9.3 If human remains are to be removed this must be done with due reverence and in accordance to current best practice and legal requirements. The site must be adequately screened from public view. Once excavated human remains must not be exposed to public view.

10 Results

10.1 The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the archaeological contractor, Cornwall 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.

9 Written Scheme of Investigation

1. Introduction

1.1 Background

HE Projects have been requested by Mr Ash Theasby to provide a project design and an estimate for an archaeological watching brief for the proposed redevelopment of a site at, St Newlyn East. The site is currently occupied by a building and lies to the immediate north of the medieval Parish Church of St Newlina.

The planning application (PA12/08061) is subject to two planning conditions

These state that:

'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'.

and

The developer shall afford access at all reasonable times to any archaeologist nominated by the Local Planning Authority, and shall allow him to observe the excavations and record items of interest and finds'.

Dan Ratcliffe (Historic Environment Planning Advice Officer, Cornwall Council) has produced a brief for archaeological recording (19/3/13) and he will monitor the project.

1.2 Historical background

The settlement of St Newlyn East was first recorded in AD 1311 when it was spelt 'Villa de Sancta Newelina'. The settlement takes its name from the church of St Newlyn. The latter may be on a site of early medieval origin, and it is likely that there has always been a settlement associated with the church site (MCO15903). Farming settlements of medieval origin are also found in the vicinity of the proposed development.

The development is situated within an area which has been classified as being "Anciently Enclosed Land". "Anciently Enclosed Land" frequently contains buried archaeological remains dating to medieval and earlier periods. A number of sites have been identified in the vicinity of the development area from the Historic Buildings Sites and Monuments Record (HBSMR). They include:

- An Iron Age/Romano-British Round to the north of the development area (MCO44214).
- The medieval Church lies to the west of the proposed development (MCO6394).
- The core of the medieval settlement of St Newlyn East lies to the north of the development area (MCO 15903).

Potential sites

There is potential for buried prehistoric and medieval sites to survive within the project area and there is the scope for the survival of previously unrecorded archaeological remains and artefacts of all periods.

2. Aims and objectives

- To ensure that the site works are carried out in such a way as to allow recording as set out in this Written Scheme of Investigation.
- To establish the presence/absence of archaeological remains and record archaeological features and deposits affected by the development.
- To determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- To establish the nature of the activity on the site, and determine whether activity associated with the medieval church extends into the development area.
- To identify any artefacts relating to the occupation or use of the site.
- To provide further information on the archaeology of St Newlyn East from any archaeological remains encountered.

- To deposit the archive (including any finds) with the relevant museum and disseminate the results of discoveries as a concise archive report and, if merited, wider publication.

3. Methodology

The archaeological programme will follow five stages: fieldwork; archiving; and where significant remains are encountered, assessment; analysis; final publication.

3.1 Fieldwork - Archaeological Recording

Following the demolition of any existing remains and the removal of modern deposits (concrete floors, etc), the excavation for the dwelling should be carried out under archaeological supervision using a machine fitted with a toothless bucket. The site will be stripped cleanly to a level at which archaeological features or layers can be expected to be revealed (ie, top of the "natural"). The excavated area will then be inspected by an archaeologist. Any archaeological features or layers exposed in the stripped area will be carefully excavated by hand and archaeologically recorded by written description, plan and section and photographic record as appropriate by an HE Projects archaeologist.

During the archaeological recording the archaeologist will:

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

If complex and/or significant archaeological deposits are encountered then the archaeological requirements should be reviewed by the client, the Historic Environment Planning Advice Officer and HE Projects. **In the event that remains cannot be preserved *in situ* then full-scale excavation may be required.** The significance of the remains should be agreed between the client, the Historic Environment Planning Advice Officer and HE Projects.

Where necessary the detailed archaeological recording may include:

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

Recording - general

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey Landline (electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.
- All features and finds will be accurately located at an appropriate scale. Sections will normally be drawn at 1:10 and plans at 1:20.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.
- Photography: scaled monochrome photography will be used as the main record medium, with colour digital images used more selectively for illustrative purposes. This will include both general and site specific photographs. Photographs should have a scale and detailed ones should include a north arrow.
- Drawings and photographs will be recorded in a register giving details of feature number and location.
- Sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within significant archaeological features (ditches and pits, etc) will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Regional Advisor for Archaeological Science).
- If human remains are discovered on the site the Historic Environment Planning Advice Officer and the Ministry of Justice will be informed. All recording will conform to best practice and legal requirements.
- If human remains are uncovered, which require excavation, they will be excavated with due reverence. The site will be adequately screened from public view. Once

excavated, human remains must not be exposed to public view.

- If human remains are not to be removed their physical security will be ensured, by back filling as soon as possible after recording.

3.2 Treatment of finds

The archaeological fieldwork may produce artefactual material.

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

3.3 Archiving

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

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

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

3.4 Archive report

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

This will involve:

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

The report will have the following contents:

- Summary - Concise non-technical summary.
- Introduction - Background, objectives, aims and methods.
- Results - Factual description of the results of the various aspects of the project, with separate sections as necessary for discussion/interpretation and potential for further analysis.
- Discussion - Discussion of the interpretation of the results, highlighting information gained on a chronological or thematic basis. Recommendations for further analysis and publication.
- Archive - A brief summary and index to the project archive.

- Appendix
 - A copy of the project brief.
 - A copy of the WSI.
- Illustrations
 - General location plan.
 - Detailed location plans to link fieldwork results to OS map.
 - Selected plans and section drawing (if appropriate).
 - Finds drawings (if appropriate).
 - Photographs (if appropriate).

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

3.5 Assessment/analysis

In the event that significant archaeological remains are uncovered, the structural and stratigraphic data and artefactual material will be assessed to establish whether further analyses and reporting are appropriate. The outline of the final report, and the work required to produce it will be determined in an updated project design.

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

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

3.6 Final publication

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

4. Monitoring

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

5. Project Staff

An experienced archaeologist employed by HE will carry out the archaeological fieldwork.

The report will be compiled by experienced archaeologist(s) employed by HE.

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

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

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

- Edit the project report.

6. Timetable

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

7. Health and safety during the fieldwork

7.1 Health and safety statement

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

Prior to carrying out any fieldwork HE will produce a Health and Safety plan.

8. Insurance

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

9. Standards

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

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

10. Copyright

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

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

Use of the material will be granted to the client.

11. Freedom of Information

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

Notes

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

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