



# **Godolphin Arms, Marazion, Cornwall**

## **Archaeological Watching Brief**



**Historic Environment Projects**



Report No

2013R081

Report Name

Godolphin Arms, Marazion, Cornwall

Report Author

Hayley Goacher

Event Type

Watching Brief

Client Organisation

Architects Design Group

Client Contact

Mr. Patrick Deigan

Monuments (MonUID)

69995

Fieldwork dates (From) (To)

13/11/ 2013

13/11/2013

(Created By)

Hayley Goacher

(Create Date)

14/11/2013

Location (postal address; or general location and parish)

Godolphin Arms, West End, Marazion, TR17 0EN

(Town - for urban sites)

(Postcode)

(Easting) X co-ord

SW 5174

(Northing) Y co-ord

3059



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### Cover Image

Looking south from the rear of the Godolphin Arms towards St. Michael's Mount with the watching brief area in the foreground.

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# 1. Introduction

## Project background

HE Projects were commissioned by Mr Patrick Deigan of Architects Design Group to provide a programme of archaeological mitigation at the proposed development at the Godolphin Arms, Marazion (Planning Application Number PA12/11914) (Fig 1). The development area comprised a two storey extension to the rear elevation, a single storey stair enclosure to the front of the building and internal alterations (Fig 2). The planning application was approved subject to conditions. Condition 4 states:

*No demolition/development shall take place/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*
- 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.*

A brief from the planning advice archaeologist (Markham 2013) (Appendix 1) stated that the fabric of the Listed Building would not be affected and so a watching brief for the groundworks was agreed and the methodology set out in the Written Scheme of Investigation produced by Historic Environment Projects (Appendix 2). This was agreed with the planning advice archaeologist and the client and the fieldwork was undertaken in November 2013.

## Historical Background

The Godolphin Arms is a Grade II Listed Building set within the core of the historic settlement of Marazion, which is of medieval origin. Prior to the planning application, an historical assessment report of the building was produced (Platts, 2013) which detailed the history of the public house and including a heritage impact assessment. In summary, the report relates documentary evidence of a house on the site in the early 18<sup>th</sup> Century and of the Star Inn by 1762. A storm destroyed the cellars and adjacent slip in 1796 which necessitated some rebuilding. Further alterations to the renamed Commercial Hotel were made in 1817 following another storm. The building was altered and enlarged around 1875 and was renamed again, becoming known as the 'Godolphin Hotel'. It is these multiple alterations which may have been in evidence during the groundworks, and there was therefore potential for significant buried remains relating to the development of the building to survive.

## 2. Aims and objectives

The aim of the project was to gain a better understanding of the site in the event of any disturbance of potential buried archaeological remains. The objective was to obtain an archaeological record of any remains prior to their removal.

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.
- Establish the nature of the activity on the site.

- Identify any artefacts relating to the occupation or use of the site.
- Undertake palaeoenvironmental investigation as appropriate.
- Provide further information on the archaeology of the site from any archaeological remains encountered.

### 3. Working methods

All recording work was undertaken according to the Institute for Archaeologists *Standards and Guidance for Archaeological Investigation and Recording*. Staff followed 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.

#### Fieldwork: watching brief

Site works were carried out with an archaeologist in attendance to record any features should they become exposed during the groundworks. The archaeologist was given the opportunity to make an appropriate record before work proceeded. Archaeological recording consisted of the following where appropriate:

- Photography: scaled colour digital photography was used selectively and for illustrative purposes.

#### Creation of site archive

To include:

- Digital colour photographs (stored according to HER guidelines and copies of images made available to the client).
- A detailed site/building description.
- Completion of the English Heritage/ADS OASIS online archive index.

#### Archive report

On completion of the fieldwork, the paper records were collated and digitised where necessary and all photographs have been archived. An archive report outlining the results for the project was also produced (this report).

### 4. Results

In advance of the construction of the 10m by 12m extension on to the rear elevation of the Godolphin Arms, the ground level was reduced by approximately 300mm under archaeological direction. This included the removal of a concrete floor of a previous extension built *circa* fifteen years previously that partially covered the development area. A single subsoil layer was exposed. This was a light to mid brown coarse sand and modern building rubble, which included bricks, concrete blocks, ceramic roof tile, steel reinforcements and plastic amongst other debris. No archaeological features, remains or artefacts were uncovered (Fig 3).

At the front of the property the ground level was reduced by approximately 300mm in a 3m by 4m area in advance of the stairway being constructed. Below the thin modern concrete ground surface was a layer of waterlogged, brown, silty-sand subsoil material. This included modern building rubble and debris such as bricks, ceramic tile and concrete fragments. No archaeological features, remains or artefacts were found within it.

### 5. Conclusion

The Grade II Listed Building status of the Godolphin Arms appropriately attests to its significance which is primarily its vernacular character and role with the history of Marazion. The setting of the Godolphin Arms within the street-scene of the historic core of Marazion and the views to and from St Michael's Mount. However, the watching brief on the groundworks did not impact upon any layers or reveal any artefacts of

archaeological significance, and no further information was obtained about the development of the building.

## 6. References

Platts, R. 2012. *The Godolphin Arms, Marazion, Cornwall. Proposed refurbishment heritage report*. Robert Platts Architecture Ltd, Ivybridge. Unpublished report for the St Aubyn Estates.

## 7. Project archive

The HE project number is **146312**

The project's documentary, photographic and drawn archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office. 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.M-P\Sites M\Marazion, Godolphin Arms 2013 146312
3. English Heritage/ADS OASIS online reference: cornwall2-164264

This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites M\Marazion, Godolphin Arms WB 2013

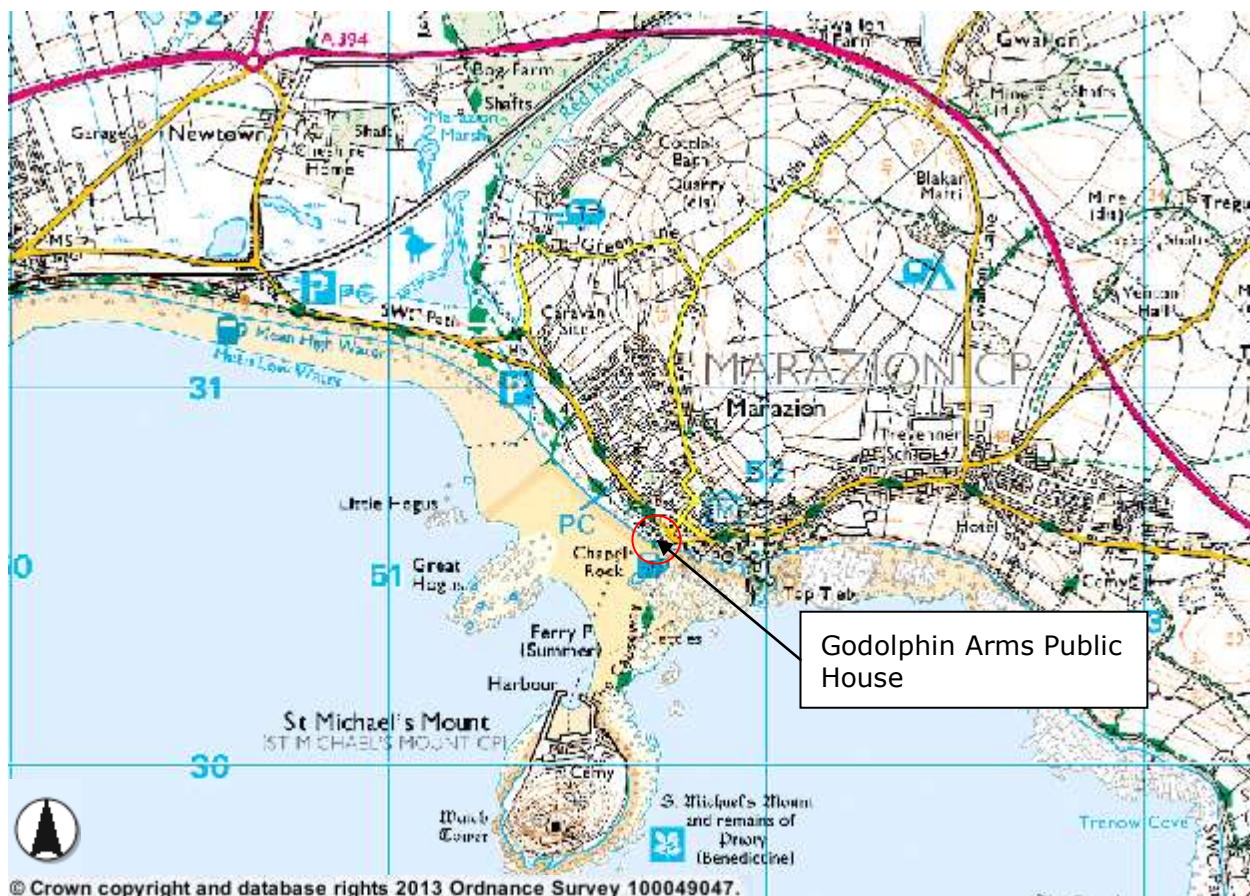


Figure 1: Location of the Godolphin Arms

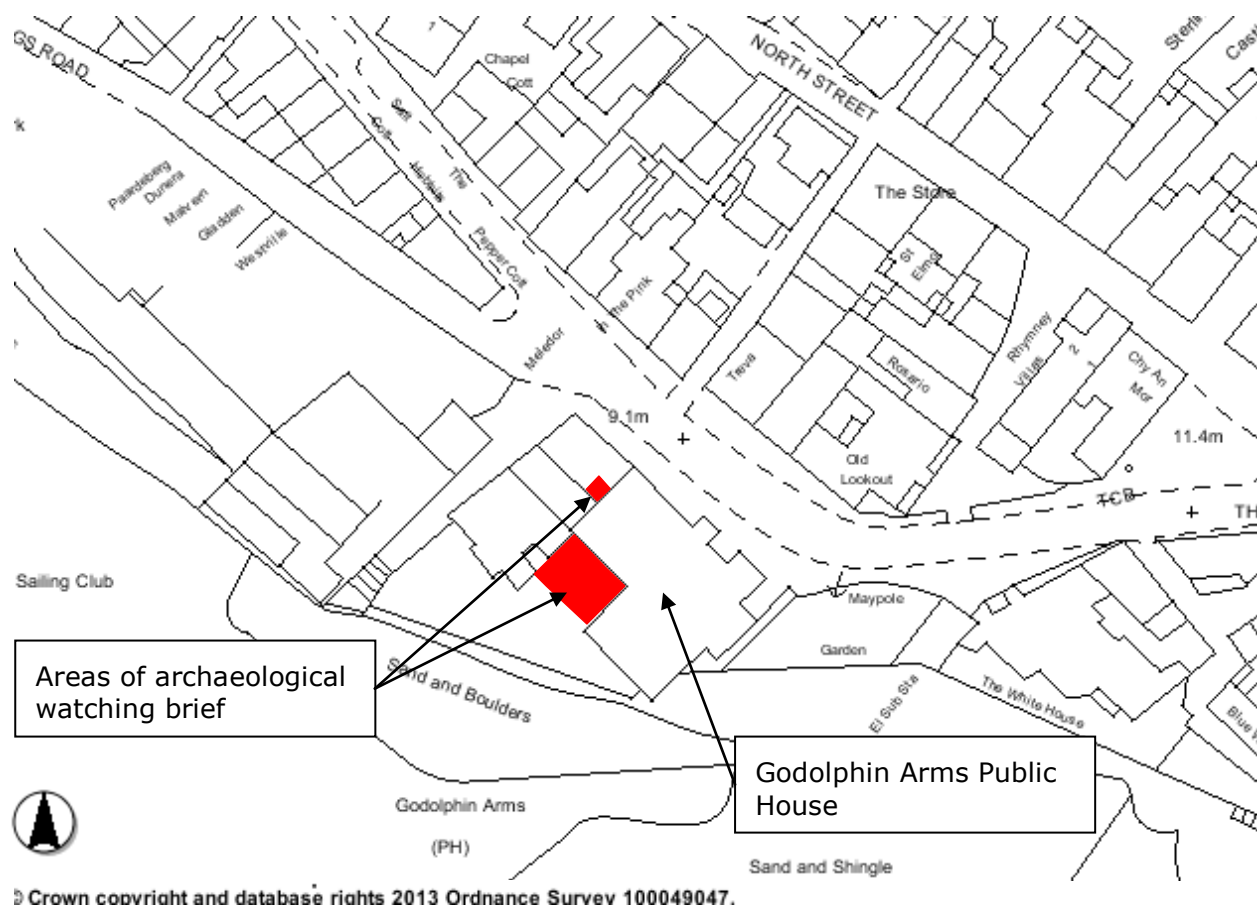


Figure 2: Location of the areas of archaeological watching brief to the front and rear of the Godolphin Arms





*Figure 3: Looking northwest over the area of ground reduction at the rear of the building which shows modern building rubble and debris.*

# APPENDIX 1: BRIEF FOR ARCHAEOLOGICAL RECORDING

**Date:** 22<sup>nd</sup> July 2013

**Address:** Godolphin Arms, West End, Marazion TR17 0EN

**Application:** PA12/11914

**HBSMR:** CCO5401

**Applicant:** Robin Collyns, West End, Marazion, TR17 0EN

**Agent:** Patrick Deigan, Architects Design Group, Floor 4 Studio 5-11, 5 Millbay Road, Plymouth PL1 3LF t. 01752 388 888 e. [Patrick.deigan@architects-adg.co.uk](mailto:Patrick.deigan@architects-adg.co.uk) **Historic Environment Planning Advice Officer:** Phil Markham, Cornwall Council, Historic Environment Service, Council Offices, Dolcoath Avenue, Camborne

TR14 8SX t. 07973 813572 e. [pmarkham@cornwall.gov.uk](mailto:pmarkham@cornwall.gov.uk)

**Local Planning Authority Officer:** Chloe Pitt, Cornwall Council, Planning & Regeneration, Council Offices, Dolcoath Avenue, Camborne TR14 8SX

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

Contractors Written Scheme of Investigation (WSI)

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

## 1 Introduction

- 1.1 This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at the above site to discharge condition 4 of planning application PA12/11914.

## 2 Site Location and Description

- 2.1 The site is located within the historic core of Marazion at Ordnance Survey Grid Reference SW 5174 3059. The site is adjacent to the coast.

## 3 Planning Background

- 3.1 Planning application PA12/11914 was submitted on the 19<sup>th</sup> December 2012 and was for the construction of a two storey extension to the rear elevation, a single storey stair enclosure to the front of the building and internal alterations. This application has been approved subject to 4 conditions. Condition 4 states:

- 3.2 *1. No demolition/development shall take place/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*
- 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.*

- 2. No demolition/development shall take place other than in accordance with the Written Scheme of Investigation approved under condition (A).*

3. *The development shall not be utilised/ 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; or by agreement with the Local Planning Authority in consultation with Historic Environment Advice.*

3.3 Reason: In the interests of visual amenity and in accordance with paragraphs 141 of the National Planning Policy Framework and policy 2 of the Cornwall Structure Plan 2004.

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 Archaeological Background**

4.1 The Cornwall and Scilly Historic Environment Record (HER) records that the site is within the historic core of Marazion and records the following, *In 1215 there was a reference to 'burgessess of the vill of Marazion' and from 1306 onwards Marazion was taxed as a borough. Elizabeth I granted a charter of incorporation in 1595. Leland described it as 'a great long town'.*

4.2 The heritage statement includes that a building was present on the site during the early 18<sup>th</sup> century, and section 7.2 includes construction of the dining room extension will not involve the loss of historic fabric unless below ground masonry survives. The opportunity exists to record any such survivals during the course of the works. 7.5 includes, the proposed works to the terrace will not affect the listed building. It is possible, though unlikely, that old foundations could be exposed, in which case appropriate recording could be done during the works.

#### **5 Requirement for Work**

5.1 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.

5.2 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 undertake palaeo-environmental investigation as appropriate
- To provide further information on the archaeology of the site from any archaeological remains encountered

#### **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.
- 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.
- 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: Godolphin Arms, Marazion: Written Scheme of Investigation for archaeological watching brief

Client: Architects Design Group  
Client contact: Patrick Deigan  
Client tel: 01752 388 888  
Client email: [Patrick.deigan@architects-adg.co.uk](mailto:Patrick.deigan@architects-adg.co.uk)

### Project background

Godolphin Arms, Marazion (SW 5174 3059, Grade II LB)

HE Projects have been requested by Mr Patrick Deigan of Architects Design Group, to provide a written scheme of investigation for a programme of archaeological mitigation at a proposed development at the Godolphin Arms, Marazion (Planning Application Number: PA12/11914). The proposed development comprises the construction of a two storey extension to the rear elevation, a single storey stair enclosure to the front of the building, and internal alterations.

Condition 4 of the planning approval states that:

*No demolition/development shall take place/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:*

- 7. The programme and methodology of site investigation and recording*
- 8. The programme for post investigation assessment*
- 9. Provision to be made for analysis of the site investigation and recording*
- 10. Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- 11. Provision to be made for archive deposition of the analysis and records of the site investigation*
- 12. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.*

The brief (Markham 2013) states that the fabric of the Listed Building will not be affected and this Written Scheme of Investigation is for a watching brief during groundworks for the proposed development.

### Site history

The Cornwall and Scilly Historic Environment Record (HER) records that the site is within the historic core of Marazion and states that:

*In 1215 there was a reference to 'burgesses of the vill of Marazion' and from 1306 onwards Marazion was taxed as a borough. Elizabeth I granted a charter of incorporation in 1595. Leland described it as 'a great long town'.*

The HER also records that:

*The placenames of Marazion and Market Jew derive from markets associated with St Michael's Mount. They are first mentioned as 'John de Petit Marcke' and 'John de Parvo Foro' implying that Marazion and Market Jew were two separate places. These name forms are later recorded as 'Marghas Bighan' and 'Marghas Yow'*

*c1210. These names are Cornish and contain the elements Marghas, 'market' and either Byghan, 'small' or Yow, 'Thursday'. When Count Robert of Mortain granted the Mount, c1070, to the monks of St Michael, there was a weekly market on Thursdays. Between 1257 and 1272 existing market features were ordered to be moved from Marazion to Market Jew and the continual occurrence of the two names implies that there were two separate villages. Sheppard notes that Market Jew is applied to the east side of the present town.*

The Godolphin Arms lies at the western end of the present settlement and is a Grade II Listed Building (DCO 12072). The listing gives the following information:

*Public house with adjoining former coach house. Circa early-mid C19 or possibly remodelling of an older house. Stucco to the front, otherwise granite rubble or painted rubble. Scantle slate and dry slate roofs mostly with gable ends. Axial gable and lateral brick stacks, mostly stuccoed.*

*Plan: large overall irregular L-shaped double-depth plan comprising: main 2 rooms wide block with principal entrance hall between large front room, right, and smaller front room, left; 2 storeys over basement service range under parallel roof behind; adjoining, set back on the left, a 2 storeys over basement 1-room plan wing with large porch in front angle and with 2 adjoining service wings at right angles behind; and set back on the right a 3-bay former coach house, now part of the public house. Classical details.*

*Exterior : 2 storeys to the road front but basements under the rear parts. Regular 1:1:1:2 bay north east front plus coach house front set back on the right. Stucco details include: quoins strips to ground floor; panelled pilasters to first floor corners; moulded mid-floor string linked to porch parapets; moulded architraves with roundels in corner blocks to first floor openings and moulded parapet cornice. The main porch has square Doric corner columns with segmental arch over the doorway and urn finials over the corners. Circa late C19 or C20 4-pane horned sashes. Some bay windows; left hand side and at rear. 1 rear window is a circa early or mid C19 12-pane hornless sash, otherwise later horned sashes with glazing bars. Adjoining the rear of the coach house is a shop with a formerly 6-bay blind stucco arcade with segmental arches to its south side. The 2 middle arches are hidden by a small extension.*

*Interior: not inspected.*

A heritage report (Robert Platts Architect Ltd 2012) prepared for the proposed redevelopment contains an in depth study of the history of the site that includes a dating and phase plan of the various structures that have existed there. The area of the proposed extension may have contained at least two structures that have been lost to storm damage and/or redevelopment. The report gives the details that evidence for the use of the site as a house begins with a lease dated 1715 and that the use of a building here as a public house is first recorded in 1762.

## **Project extent**

This Written Scheme of Investigation is for a watching brief during groundworks for the proposed development in the area of the extension on the southwestern side of the building.

The costs attached with this WSI are given as two scenarios. The first assumes that no or limited features of archaeological significance are revealed during the watching brief. The second assumes that features requiring full archaeological excavation are revealed.

## **Aims and objectives**

The aim of the project is to gain a better understanding of the site in the event of any disturbance of potential buried archaeological remains. The objective is to obtain an archaeological record of any remains prior to their removal.

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.

- Establish the nature of the activity on the site.
- Identify any artefacts relating to the occupation or use of the site.
- Undertake palaeoenvironmental investigation as appropriate.
- Provide further information on the archaeology of the site 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.

### Fieldwork: watching brief

Site works will be carried out with an archaeologist in attendance to record any features which become exposed during the groundworks. A toothless ditching or grading bucket should be used during the removal of overburden. Where significant remains are encountered that will be removed in the course of the development the archaeologist will be given the opportunity to make an appropriate record before work proceeds. Archaeological recording will consist of the following where appropriate:

- Hand cleaning of archaeological horizons and features.
- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the National Grid; 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.
- 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 photography used more selectively and for illustrative purposes. All record photographs will include a scale and, where appropriate, a north arrow.
- Phased plans and sections at a scale of 1:10 and 1:20 will be made of all excavated features.
- Suitable sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within cut features (ditches and pits, etc) will be sampled for environmental evidence and dating material. If deposits with significant palaeoenvironmental potential are identified a site visit will be arranged from an environmental archaeology specialist to discuss and develop sampling methodologies in more detail.
- 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 forward.

### Treatment of finds

The fieldwork may produce artefactual/environmental material.

- All finds will be retained from each archaeological context. 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 and the site code.
- Significant, sealed archaeological contexts will be considered for sampling for environmental material and the strategy will be discussed with the project manager. All recovered samples will be evaluated at the assessment stage and some may be disposed of. Only flots will be retained for inclusion within the



project archive unless directed otherwise by the EH Regional Advisor for Archaeological Science.

### **Human remains**

Any human remains which are encountered will initially be left in situ and reported to the HEPAO and the appropriate authorities (the Coroner), where appropriate. 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, preferably 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.

### **Creation of site archive**

To include:

- Archiving of black and white photographs to HER standards
- Digital colour photographs (stored according to HER guidelines and copies of images made available to the client)
- A detailed site/building description
- Preparation of finished drawings
- Retained artefacts will be catalogued and archived to RCM Museum standards
- Completion of the English Heritage/ADS OASIS online archive index

### **Archive report**

A written report will include:

- Summary
- Project background
- Aims and objectives
- Methodology
- Location and setting
- Designations
- Site history
- Archaeological results
- Chronology/dating evidence
- Conclusions
- References
- Project archive index
- 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
- Supporting illustrations: location map, historic maps, plans, elevations/sections, photographs

A paper copy and a digital (PDF) copy of the report, illustrations and any other files will be held in the Cornwall HER. Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

### **Publication contingency**

If deposits, features, and finds of national or regional importance are discovered full publication to an academic standard may be required. The HEPAO will notify the contractor of such a need within four weeks of receipt of the archive report.

### **Archive deposition**

An index to the site archive will be created and the archive contents prepared for long term storage, in accordance with HE standards.

The archiving will comprise the following:

1. All correspondence relating to the project, the WSI, a single paper copy of the report together with an electronic copy on CD, stored in an archive standard (acid-free) documentation box
2. A2 drawn archive storage (plastic wallets for the annotated record drawings)
3. Archive standard negative holders and archive print holders, to be stored in the HES system until transferred to the Royal Cornwall Museum.
4. Where no significant artefacts are recovered, the project archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.
5. Where significant artefacts are recovered they will be archived to RCM Museum standards and deposited into an accredited museum.

## **Timetable**

The project is anticipated to begin during November 2013. HE Projects will require at least two weeks notice before commencement of work, in order to allocate field staff time and arrange other logistics.

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.

## **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by Phil Markham, Historic Environment Planning Advice Officer (West). Where the Historic Environment Planning Advice Officer is satisfied with the archive report and the deposition of the archive, written discharge of the planning condition will be expected from the local planning authority (LPA).

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork
- Completion of archive report
- Deposition of the archive

## **References**

Markham, P, 2013. *Brief for archaeological recording*, Cornwall Council

Robert Platts Architect Ltd, 2012. *The Godolphin Arms, Marazion, Cornwall, proposed refurbishment Heritage Report*, Ivybridge

## **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 120 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 a nominated Senior Archaeologist 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.

Work will be carried out by HE field staff, with assistance from qualified specialists and sub-contractors where appropriate.

### Report distribution

Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

A digital copy of the report, illustrations and any other files will be held in the Cornwall HER and also supplied to the client on CD or other suitable media.

### Copyright

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

Use of the material will be granted to the client.

### Freedom of Information Act

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

HE will ensure that all information arising from the project shall be held in strict confidence to the extent permitted under the Act. However, the Act permits information to be released under a public right of access (a "Request"). If such a Request is received HE may need to disclose any information it holds, unless it is excluded from disclosure under the Act.

### **Health and safety statement**

HE follows the Council's *Statement of Safety Policy*. For more specific policy and guidelines HE uses the manual *Health and Safety in Field Archaeology* (2002) endorsed by the Standing Conference of Archaeological Unit Managers and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

Prior to carrying out on-site work HE will carry out a Risk Assessment.

### **Insurance**

As part of Cornwall Council, HE is covered by Public and Employers Liability Insurance, with a policy value of £50m. The Council also has Professional Negligence insurance with a policy value of £5m.

*Sean Taylor*

*Archaeologist*

*23/09/2013*

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