Report No: 2013R083

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CORNWALL COUNCIL

Hope Farm, Solar Farm, Gwithian, Cornwall

Archaeological Watching Brief

Historic Environment Projects

Report No	Report Name	Report Author
2013R083	Hope Farm, Solar Farm, Gwithian, Archaeological Watching Brief	Ryan P Smith

Event Type			
Watching Brief			

Client Organisation	Client Contact
Inazin Ltd	Mr Ian Harding

Monuments (MonUID)					

Fieldwork dates (From)	(To)	(Created By)	(Create Date)
28 Nov 2012	10 Dec 2013	Ryan P Smith	11/12/2013

Location (postal address; or general location and parish)
Hope Farm, Gwithian Rd, Connor Downs, Gwithian, Cornwall

(Town – for urban sites)	(Postcode)
	TR27 5EA

(Easting) X co-ord	(Northing) Y co-ord		
159977	40102		

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

Cover illustration

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Project background

Background

In early 2011, proposals were under consideration for an application for a solar farm at Hope Farm, Gwithian Road, Connor Downs. These initial proposals were abandoned and the scheme was not submitted for planning permission.

The development of this site was then reconsidered by Low Carbon Developers (now Inazin Ltd.), who operated a site immediately to the north known as Churchtown Farm (Sharpe 2012). The originally proposed site extent was subsequently enlarged to take in one additional field separating the existing Churchtown Farm solar farm site to the north and the originally proposed Hope Farm site, increasing the size of the original proposal by 4.96Ha to a total of 19.6Ha.

A brief for archaeological recording was issued by the HEPAO (Phil Markham) on 23 November 2011, setting out the minimum requirements for archaeological recording at Hope Farm, Gwithian, in advance of an application for planning permission for the solar farm. This brief was based on the need to assemble the evidence base necessary to identify those heritage assets which would be impacted upon by the development, to identify their significances and that of their settings, and to identify any likely impacts on their settings, whether direct or indirect. Historic Environment Projects, Cornwall Council were commissioned to undertake a re-assessment of the extended site, drawing together a previous assessment by CgMs and a geophysical survey carried out by Stratascan, together with a further geophysical survey undertaken in December 2011 by Archaeophysica Ltd. covering the extension to the original proposal.

No new archaeological features were added through the desk-based assessment and walk-over survey. The two geophysical surveys undertaken at the site revealed some removed post-medieval boundaries, but also rather fragmentary elements of an underlying field system, together with parts of two small enclosures. These were interpreted as representing elements of the late prehistoric/Romano-British agricultural landscape. The 2011 geophysical survey also revealed the location of a barrow, which had been documented within the general locality.

Management recommendations to protect the barrow and the two late prehistoric enclosures during the development of the solar farm were included in the report. As a result, the developers agreed to protect the sub-surface archaeology in three particularly sensitive areas of the site by mounting arrays in these parts of the solar farm on concrete shoes rather than on piled ground anchors.

The development project was given consent on the 3rd May 2012.

In November 2012 Historic Environment Projects (HE Projects), Cornwall Council were commissioned by Inazin Ltd. to undertake a programme of archaeological recording during the installation phase of the Hope Farm Solar Farm project (the site being centred at SW 59799 39949). This involved site visits to observe the excavation of various foundations, trenches and pits around the site during the construction phase and to record any archaeological features revealed during their excavation.

Aims and objectives

In accordance with a brief issued by Mr Phil Markham (Historic Environment Planning Advice Officer), the aims of the watching brief were to:

- Establish the presence/absence of archaeological remains within the areas to be disturbed.
- 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 of the site.
- Provide further information on the archaeology of Hope Farm from any archaeological remains recovered.

The objectives were to obtain an archaeological record within areas of the site to be subjected to disturbance and to produce a report summarising the findings of the watching brief.

In relation to the eventual decommissioning of the site Historic Environment would liaise with the client in the production of their method statement to minimise potential ground disturbance. If required, a methodology to undertake suitable recording would be submitted as a separate WSI prior to decommissioning.

Working methods

Desk-based assessment

A desk-based assessment and walk-over survey had previously been carried out and a report compiled (Sharpe 2012).

Fieldwork

The archaeological fieldwork was undertaken as an archaeological watching brief, some of the soil stripping being carried out under archaeological supervision. The excavators' machines utilised to carry out stripping were fitted with toothless grading buckets, stripping the soil to a level at which archaeological features or layers were likely to be revealed (i.e. the top of the first archaeologically significant horizon or the natural, whichever was highest). Due to the size of the site and the requirements of the contractor, it was agreed that Historic Environment Projects would be notified prior to any excavation being undertaken within these areas of the site, due to time restraints placed on the project. The areas prioritised were those where the presence of an archaeologist was required; other trenching operations carried out by the contractor were viewed following their completion.

No features of archaeological significance were identified during the project.

Location, setting and site history

The majority of the Hope Farm project area occupies a relatively level landscape with a general height of 80m OD, though its north-eastern part slopes gently towards a tributary of the Red River. The bedrock geology underlying the site is recorded as the Devonian Mylor Slate Formation, which includes slates, siltstones and sandstones (BGS 2013). Locally, these can be overlain by deposits of windblown sand or alluvium given the proximity of the dune formations backing Hayle Bay and the silted up extension to Copperhouse Creek. The coast is less than 2 km to the west of the site.

The Historic Landscape Characterisation defines the majority of the project area as Recently Enclosed Land (REL) post-medieval, that is land enclosed during the 17th, 18th and 19th centuries, usually from land that was previously Upland Rough Ground and often medieval commons, generally in relatively high, exposed or poorly-drained parts of the county). This area of the landscape had been open downland in 1809, though had been enclosed by 1840. Modern farms established during this period of enclosure have names in English such as Hope Farm, Fern Farm, Cornhill Farm, or Random Stack Farm and the apportionment to the Gwithian Tithe Map (Fig 5) shows that almost all of the field names within this vicinity included the name 'Croft', indicating that they were relatively unimproved pasture around 1840. Some remnant rough ground survived here until *circa* 1877 within the elongated field at the centre of the site proposed for the solar farm (Sharpe 2012).

Identified Archaeological sites

The only archaeological site recorded within the project area itself is that of a documented barrow (MCO3174) located within the northern part of the Hope Farm Solar Farm site. Information held within the Cornwall and Scilly HER, including maps of cropmark features drawn up by the National Mapping Programme (NMP) show that the area immediately surrounding the Hope Farm site was occupied by a number of defended farmsteads (rounds) and their associated fields in late prehistory and into the Roman-British period. A number of settlements were established in the surrounding landscape during the early medieval period and have names incorporating Cornish

language elements. The majority survive as modern farmsteads, example being Treeve, Trevarnon, Nanterrow, Boskensa and Pennance.

Evidence for small scale mining is recorded immediately to the north of the project area, part of the workings of Wheal St Andrew, two explosives magazine associated with this undertaking having been sited within the north-western field, and in a field immediately to the north-east of the project area *circa* 1877. The westernmost of these had been demolished by 1908. The site of Roseworthy arsenic refinery lies downslope a short distance to the east of the site (Sharpe 2012).

Results

On the 24th November 2012, work commenced at Hope Farm Solar Farm to excavate a 2m x 2m pit, approximately 2m in depth at SW 59729 39884 in preparation for the construction of the electrical substation associated with the proposed solar farm. On arrival at the site Historic Environment Projects personnel found that the pit had not only been excavated, but had also been covered with black polythene. Examination of the surrounding excavated material indicated that no archaeological features appeared to have been disturbed during the excavation.

Work ceased on site until late 2013, when site visits resumed during early November to observe works in progress. The ramming of solar array pile supports had already commenced within the site boundary in Field G, whilst elsewhere areas had been marked out for the inverter foundation pits (Fig 5).

Between 14th and 15th November 2013, work was undertaken within Field B (centred at SW 59729 39884), Field F (centred at SW 60128 40118), Field E (centred at SW 59899 40053) and Field C (centred at SW 59927 39885) to excavate pits to accommodate the foundations for the inverters. Six pits measuring 1m x 1m in plan and 0.80m depth were mechanically excavated in each location (See Figs 2 & 5).

Without exception the profiles of each of these pits displayed only topsoil and natural; there was no recognisable subsoil. Conditions for observation were not ideal as a result of the inclement weather and the effects of large machines tracking through the fields. Soil conditions were noted in each of the excavated areas observed (Tables 1-4).

Field B

No	Description/Interpretation	Depth
(201)	Top soil – mid reddish brown, plastic silty clay with frequent quartz inclusions (angular >5cm).	<0.35m
(202)	Natural – Mottled yellowish red and yellowish grey mottled weathered natural, silty clay, compact, much angular quartz.	

Table 1: Geology of field B

Field C

No	Description/Interpretation	Depth
(301)	Top soil – mid reddish brown, plastic silty clay with frequent quartz inclusions (angular >5cm).	<0.20m
(302)	Natural – Mottled yellowish red and yellowish grey mottled weathered natural, silty clay, compact, much angular quartz.	

Table 2: Geology of field C

Field E

No	Description/Interpretation	Depth
(501)	Top soil – mid reddish brown, plastic silty clay with frequent quartz inclusions (angular >5cm).	<0.30m
(502)	Natural – Mottled yellowish red and yellowish grey mottled weathered natural, silty clay, compact, much angular quartz. The clay was notably more yellow and a high density of quartz was noted.	

Table 3: Geology of field E

Field F

No	Description/Interpretation	Depth
(601)	Top soil – mid reddish brown, plastic silty clay with frequent quartz inclusions (angular >5cm).	<0.20m
(602)	Natural – Mottled yellowish red and yellowish grey mottled weathered natural, silty clay, compact, much angular quartz.	

Table 4: Geology of field F

The watching brief also observed various open cable trenches running N-W within Fields B & C, these being approximately 0.60m wide and 0.70m in depth. These again revealed only top soil and underlying natural clays. A trench running adjacent to the interior of the perimeter fence measuring less than 0.40m in width and 0.50m in depth was also examined; again only natural material was observed within this feature.

Further site visits to examine excavations for cabling revealed trenches of no more than 0.9m in width running across a number of the fields at depths of no more than 0.8m; examination of these trenches again revealed that they had cut through only natural soil layers (Figs 8-11). This observation was consistent for all of the trenches examined around the site. Although linear archaeological features suggestive of boundaries had been plotted by the Stratascan geophysical survey, none of these features were observed to have been intersected by the trenching. These may have lain at depths greater than that of the trenching, or may have been the result of the mis-interpretation of geological features. As mentioned above, however, the site conditions were less than ideal, and if these features had been subtle in form, or their backfills had been more or less identical with the material through which they had been cut, they would have been particularly difficult to detect.

It was noted in field A that the area previously designated in the original plans as to contain solar arrays on concrete plinths was left vacant; this area and a second archaeologically sensitive area further to the north west had been left undeveloped. The site compound was located on top of a third such area within Field B, this also being proposed for the installation of the solar arrays on concrete plinths. During the construction works this area was protected by large wooden beams.

No features of archaeological significance appear to have been disturbed during the installation of the solar farm components and no artefacts were retrieved. It is concluded that the trenched elements of the development did not, therefore, have any discernible impact on the archaeology of the area. The scale and nature of any impacts resulting from the piling operations could not be observed.

References

Primary sources

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 and Apportionment, c1840. Parish of Gwithian (licensed digital copy at HE)

Published sources

Sharpe, A. 2012. *Hope Farm, Gwithian, Cornwall: Archaeological Assessment*, HE Projects report 2012R003.

Web sites

BGS 2013, British Geological Survey, *Geology of Britain* http://www.bgs.ac.uk/data/mapViewers/. Accessed 27/11/2013

Project archive

The HE project number is 146220
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 . \Historic Environment (Images)\SITES.E-H\Sites H\Hope Farm Solar Farm 146220
3. English Heritage/ADS OASIS online reference: cornwall2-166400
4. This report text is held in digital form as: ..\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites H\Hope Farm solar Farm WB-146220

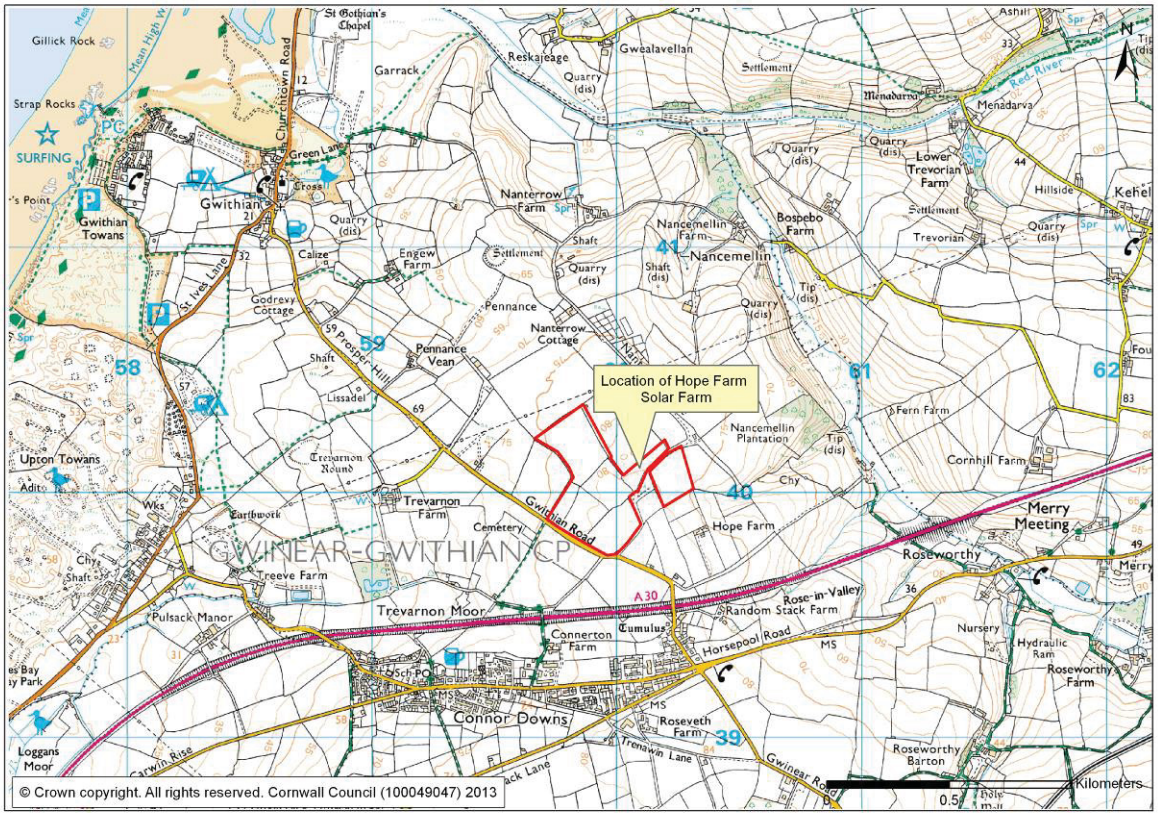


Figure 1 The location of Hope Farm solar farm

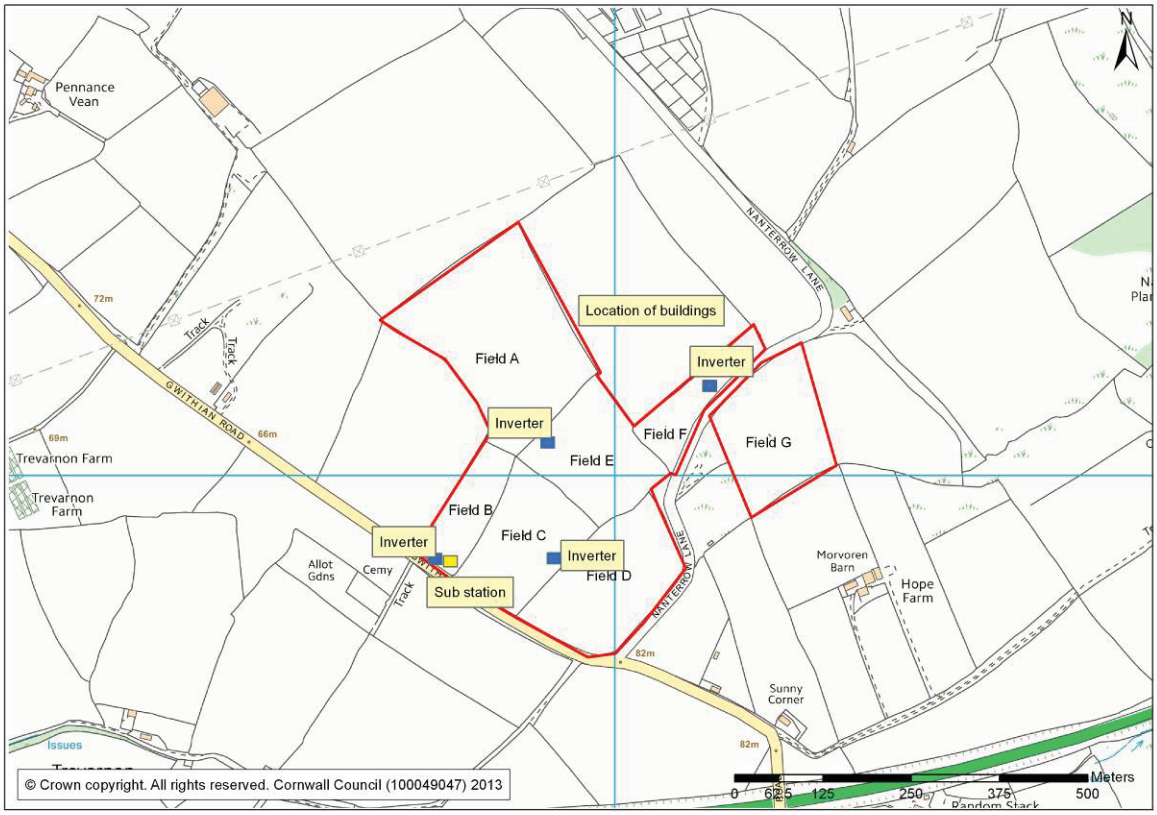


Figure 2: The location of inverters and the sub-station within Hope Farm solar farm

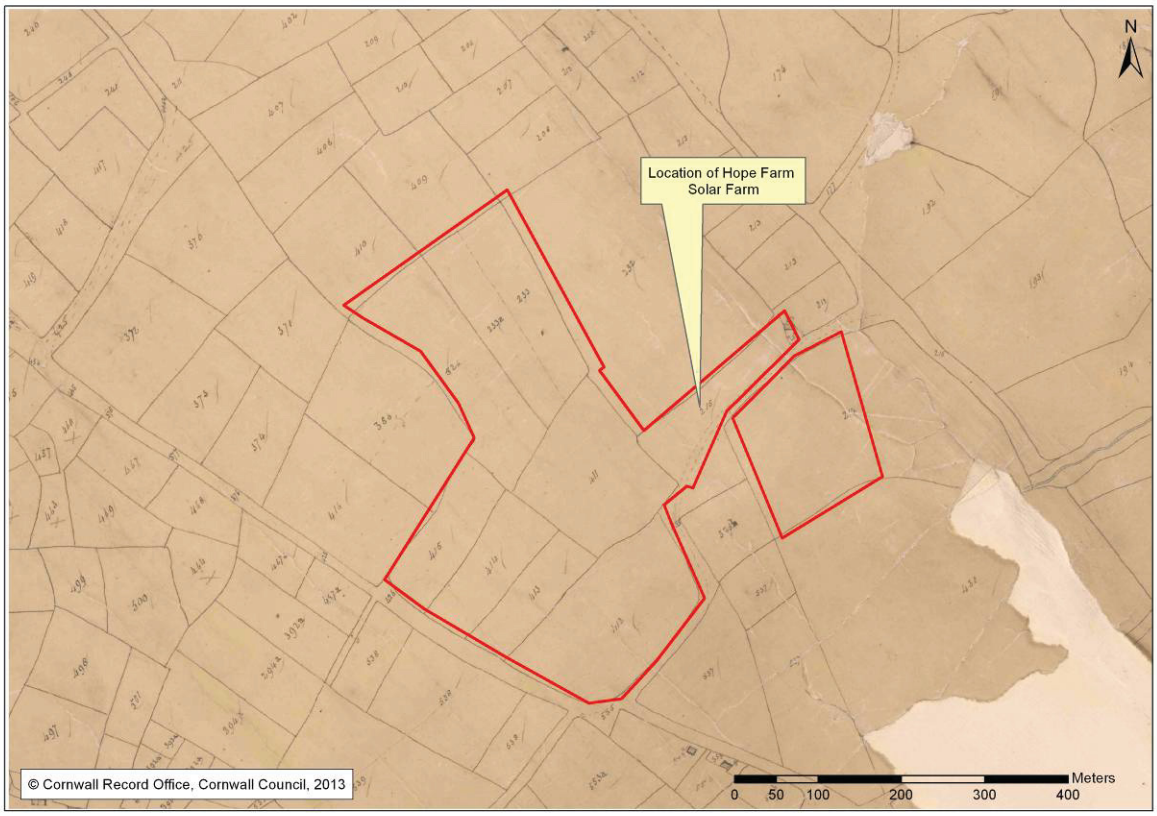


Figure 3: Circa 1840 Gwithian Tithe Map showing the location of the site.

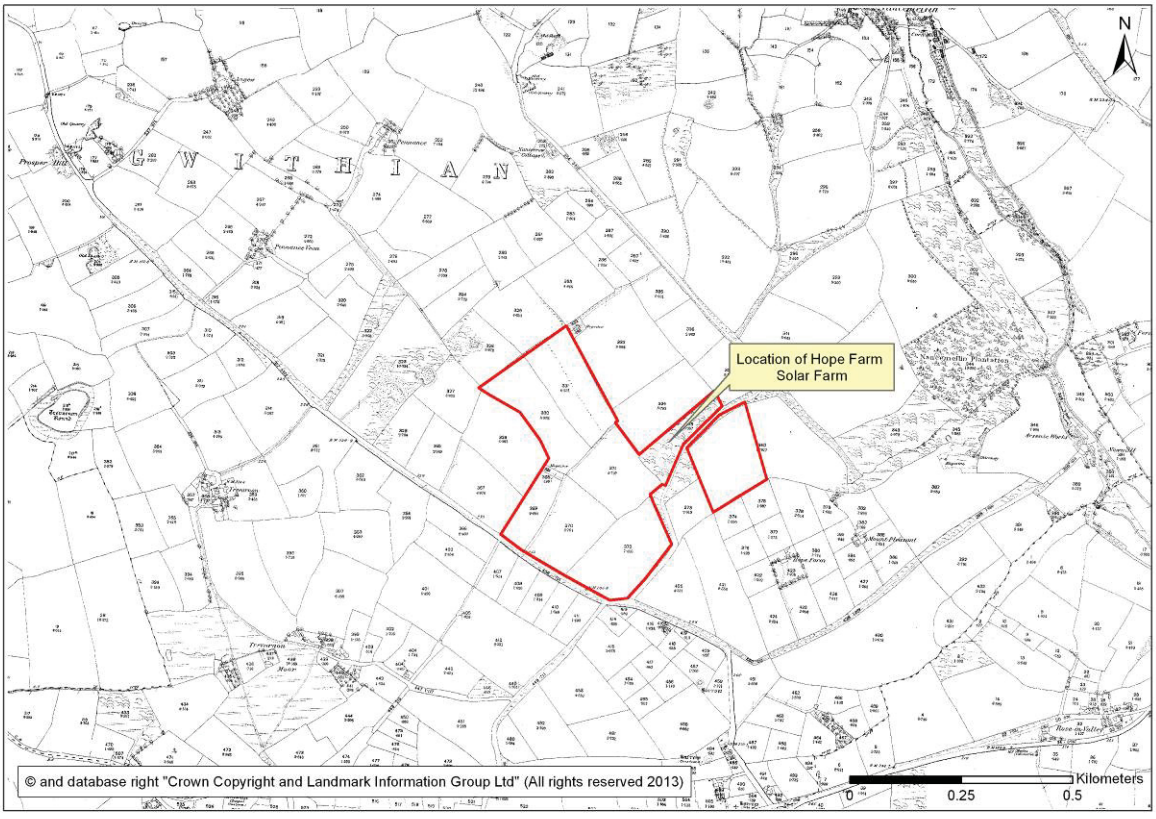


Figure 4: 1880 Ordnance Survey Map showing the location of the site

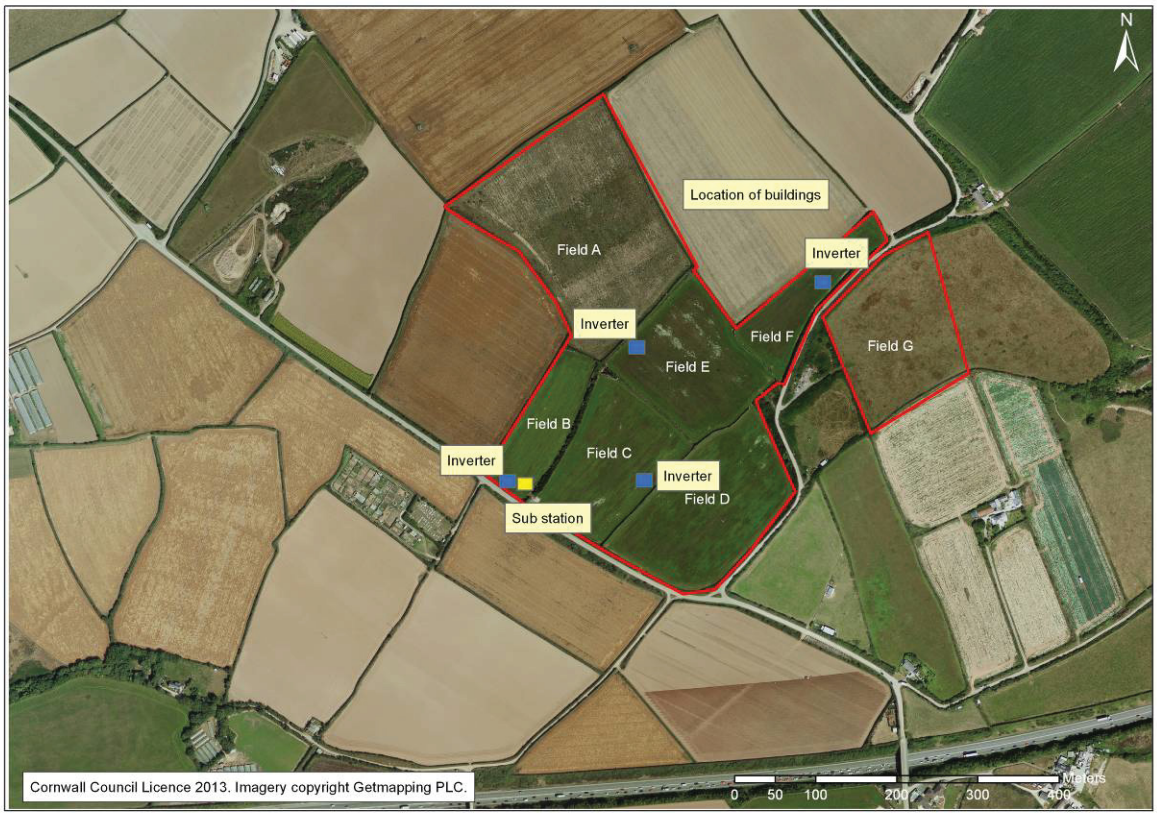


Figure 5: The extent of Hope Farm solar farm as shown on 2005 CCC aerial mapping.

Figure 6: Field G looking east with array support piling in progress.

Figure 7: Field C inverter foundation pit

Figure 8: Cable trench in Field B

Figure 9: Cable trench in Field C

Figure 10: Field F inverter foundation with cable trenches (looking NE)

Figure 11: Field B inverter house in situ with cable trench (looking SE)

APPENDIX 1: Written Scheme of Investigation for Hope Farm solar farm, Gwithian

Hope Farm solar farm, Gwithian: Written Scheme of Investigation for archaeological watching brief.

Client: Inazin Ltd

Client contact: Alex Herbert

Client tel: 01285 380054

Client email: alex.herbert@inazin.com

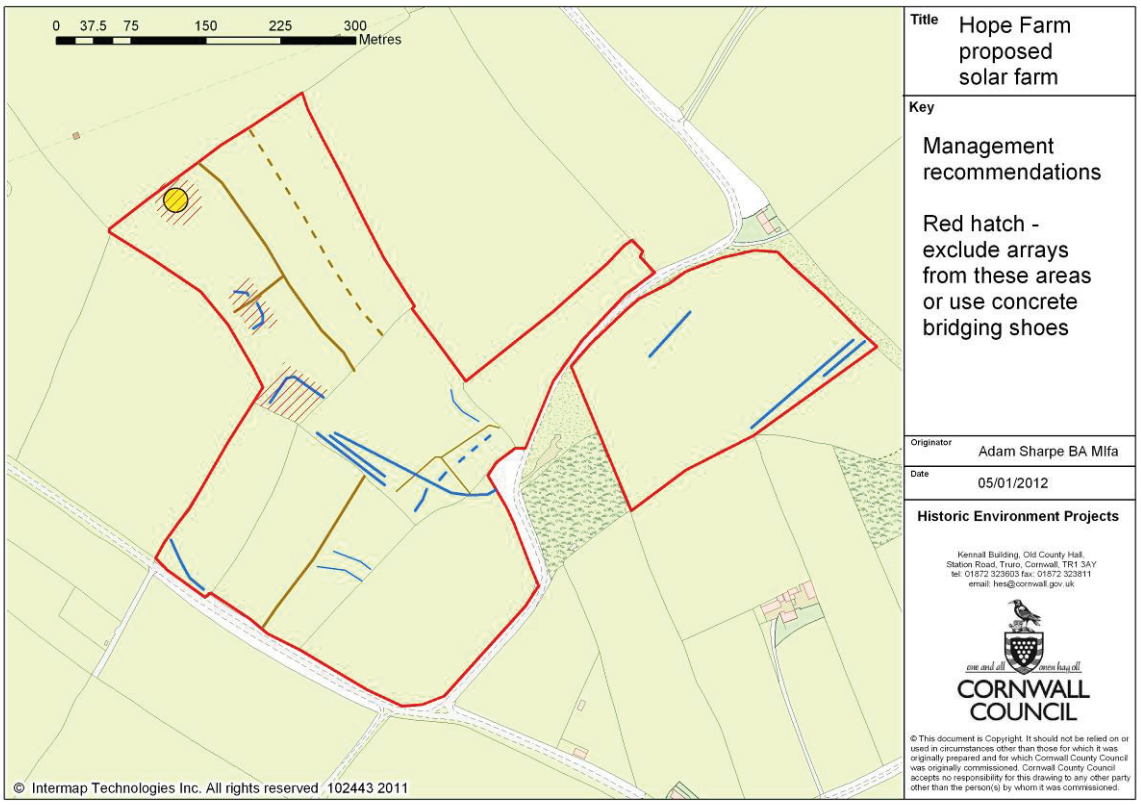
Project background

Proposals were under consideration for an application for a solar farm at Hope Farm, Gwithian in early 2011, but these initial proposals were abandoned and the scheme was not submitted for planning permission. This development of this site is now being reconsidered by Low Carbon Developers, who currently operate a site immediately to the north (Churchtown Farm). The former site extent has been enlarged to take in one additional field separating the Churchtown Farm site to the north and the original Hope Farm site, increasing the size of the original proposal by 4.96Ha to a total of 19.6Ha.

A brief for archaeological recording was issued by the HEPAO (Phil Markham) on 23 November 2011, setting out the minimum requirements for archaeological recording at Hope Farm in advance of an application for planning permission for a solar farm. The brief was based on the need to assemble the evidence base necessary to identify those heritage assets which would be impacted upon by the development, to identify their significance and that of their settings, and to identify any likely impacts on their settings, whether direct or indirect. Historic Environment Projects, Cornwall Council was commissioned to undertake a re-assessment of the site, drawing together a previous assessment by CgMs and a geophysical survey by Stratascan, and a geophysical survey undertaken in December 2011 by Archaeophysica Ltd. covering the extension to the original proposal.

No new archaeological features were added through the desk-based assessment and walk-over survey. The two geophysical surveys undertaken at the site revealed some removed post-medieval boundaries, but also rather fragmentary elements of an underlying field system together with parts of two small enclosures. These have been interpreted as representing elements of the late prehistoric/Romano-British agricultural landscape. The 2011 geophysical survey also revealed the location of a barrow which had been documented within this general locality.

Management recommendations to protect the barrow and the two late prehistoric enclosures during the development of the solar farm were included in the report. As a result, the developers have agreed to protect sub-surface archaeology in three particularly archaeologically sensitive areas of the site by mounting arrays in these parts of the solar farm on concrete shoes rather than ground anchors (see below).



The development project was consented on the 3rd May 2012. Condition 10 of the approval stated:

No development shall take place within the site until the applicant has secured and implemented a programme of archaeological recording work, a 'watching brief', in accordance with a written scheme of investigation to be submitted to the LPA for approval in writing. Provision shall include the following:

A) 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.*

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

C) The development shall not become operational 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.

Location and setting

The majority of the Hope Farm project area occupies a relatively level landscape with a general height of 80m OD, centred at SW 53983 40007 though its north-eastern part

slopes gently towards a tributary of the Red River. The bedrock geology underlying the site is recorded as the Devonian Mylor Slate Formation, which includes slates, siltstones and sandstones. Locally these can be overlain by deposits of windblown sand or alluvium (given the proximity of the dune formations backing Hayle Bay and the silted up extension to Copperhouse Creek). The coast is 2.5Km away to the north. The soils are recorded as Denbigh 2 loams over slates and siltstones; these are notably reddish in colour and incorporate substantial amounts of broken quartz.

Project extent

The site consists of seven adjacent fields at Hope Farm, Gwithian. The watching brief will be limited to the archaeological monitoring of those areas which are to be subjected to ground disturbance during the development of the solar farm, potentially including areas disturbed by cable trenching, but excluding activities associated with the installation of ground anchors where buried archaeological remains may be disturbed. The areas to be monitored are likely to include any temporary compound areas or roadways where the topsoil is stripped and areas prepared for the platforms for permanent plant such as inverters and transformers.

Aims and objectives

The aims of the watching brief are to:

- Establish the presence/absence of archaeological remains within the areas to be disturbed
- 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 Hope Farm from any archaeological remains encountered

The objectives are to obtain an archaeological record within areas of the site to be subjected to disturbance and to produce a report summarising the findings of the watching brief.

In relation to the eventual decommissioning of the site, Historic Environment will liaise with the client in the production of their method statement to minimise potential ground disturbance. If required, a methodology to undertake suitable recording would be submitted as a separate WSI prior to decommissioning.

Working methods

All recording work will be undertaken according to the Institute for Archaeologists *Standards and Guidance for Archaeological Investigation and Recording.* Staff will follow the IfA *Code of Conduct* and *Code of Approved Practice for the Regulation of Contractual Arrangements in Archaeology.* The Institute for Archaeologists is the professional body for archaeologists working in the UK.

Desk-based assessment

A desk-based assessment and walk-over survey have been carried out and reported on (Sharpe, A. 2012, *Hope Farm, Gwithian, Cornwall: Archaeological Assessment*, HE Projects report 2012R003).

Fieldwork: watching brief

The site archaeologist will be present during all significant ground works associated with the development, unless circumstances dictate a different approach. For larger areas, a toothless ditching bucket will be used for the removal of any overburden until the first archaeological horizon is exposed. This will then be hand cleaned as appropriate.

Machines will not run over the stripped area until the archaeological works are complete**.** The area will be inspected by an archaeologist and any archaeological features or layers exposed in the stripped area will be carefully excavated by hand and archaeologically recorded by written description, plan, 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 the HE Projects Archaeologist. **In the event that remains cannot be preserved *in situ* then full-scale excavation may be required**. A contingency should be allowed to record any significant archaeological remains which are uncovered during the stripping. The significance of the remains should be agreed between the client, the Historic Environment Planning Advice Officer and HE Projects.

An archaeological watching brief will be carried out during the excavation of cable trenches. Where practicable, any features exposed by the trenching activity will be sectioned, recorded and located on a site plan; artefacts will be recovered from the trenching spoil.

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. A site grid and site bench mark (TBM) will be set up and features and finds will be recorded in relation to these. The site grid and TBM will be located relative to the National Grid through measured survey from the nearest OS bench mark.

- 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 archive record medium, with colour digital images used more selectively and for illustrative purposes. This will include both general and site specific photographs. Photographs will include a scale and detailed ones will 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). Any necessary environmental sampling will be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).

Treatment of finds

The archaeological fieldwork may produce artefactual material.

- All finds in significant stratified contexts predating 1800 AD (e.g. 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.

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 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. If human remains are not to be removed their physical security will be ensured 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.

Fieldwork: photographic recording

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

The photo record will comprise:

- general views
- examples of significant detail

Methodology for the archive standard photography is set out as follows:

- Photographs of details will be taken with lenses of appropriate focal length
- A tripod will be used to take advantage of natural light and slower exposures
- Difficulties of back-lighting will be dealt with where necessary by balancing the lighting by the use of flash
- A metric scale will be included in all views, except where health and safety considerations make this impractical

Archiving

Following review with the HE Project Manager the results from the fieldwork will be collated as an archive in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. 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 finds work will be to accepted professional standards and will adhere to the Institute for Archaeologists *Guidelines for Finds Work*.

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. 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. The RCM will be notified of the commencement of the project and included in discussions for sampling and disposal as appropriate.

The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the archaeological contractor, Cornwall Council Historic Environment Service and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format. This report will be held by the Cornwall

and Scilly Historic Environment Record (HER) and made available for public consultation. A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon, to the Courtney Library of the Royal Cornwall Museum and to the Cornish Studies Library.

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.

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

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

Assessment/analysis / publication

The structural and stratigraphic data and artefactual material will be assessed to establish whether further analyses and reporting is 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 (e.g. 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 (e.g. artefacts) to arrange for assessment of the potential for further analysis and reporting.

- Arrange for specialist analyses, where appropriate.

- Produce a final report, for example for publication in an academic journal such as *Cornish Archaeology.*

Timetable

The study is anticipated to be commenced during late Spring 2012. HE will require at least three weeks notice before commencement of work, in order to allow the allocation of field staff time and the arrangement of 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. The HEPAO will be regularly kept informed of progress. Notification of the start of work shall be given in writing to the HEPAO at least one week in advance of its commencement. Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

Monitoring points during the study will include:

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

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).

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 80 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, HE has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

Terms and conditions

Contract

The HE projects team 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

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

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

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

The project will be managed by 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.

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 and Professional Indemnity Insurance.

Standards

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

As part of the 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.

Notes

- It is assumed that the client will supply the mechanical excavator. The cost is not included in the project estimate.
- The client will be responsible for the Health and Safety arrangements onsite.
- In the event that human remains are uncovered the client will ensure that appropriate screening is put in place.
- The post excavation programme (assessment, analysis and reporting) will need to be reviewed in the light of the fieldwork.

Adam Sharpe BA MIfA
Senior Archaeologist
09/05/2012
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