



Caravan 2, Ballowall, St Just in Penwith, Cornwall

Archaeological Watching Brief



Cornwall Archaeological Unit

Report No

2014R069

Report Name

Caravan 2, Ballowall, St Just in Penwith,
Cornwall. Archaeological watching brief

Report Author

Hayley Goacher

Event Type

Watching Brief

Client Organisation

Client Contact

Mr Michael Grose

Monuments (MonUID)

Fieldwork dates (From)

11/09/2014

(To)

11/09/2014

(Created By)

Hayley Goacher

(Create Date)

September
2014

Location (postal address; or general location and parish)

Bollowal, St Just, Penzance, Cornwall, TR19 7NP

(Town – for urban sites)

(Postcode)

(Easting) X co-ord

SW

(Northing) Y co-ord

35946

31394



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Cover Image

The view west across the development site after partial excavation of the foundation
trenches and septic tank with the wall in the background retaining supports for the
former glass house.

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1. Introduction

Project background

Cornwall Archaeological Unit, formerly Historic Environment, Projects, were commissioned by Mr. Grose, the site owner, to provide a programme of archaeological mitigation during the development of the site (Figure 1 and Figure 2). The area comprised an approximately rectangular plot within granite walls. The plot known as Caravan 2 was the subject of a successful planning application for the development of a single dwelling (Application PA11/07489). In a letter, dated 1st November 2011, in advance of the decision Mr. Phil Markham, then the Historic Environment Planning Advice Officer (West Cornwall) commented to the effect that the development may have an impact on the historic environment and recommended that archaeological recording conditions be included if consent was given for the application. This advice was incorporated into two planning conditions for the development, as follows:

7. 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. Reason to ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5 (Planning for the Historic Environment).

8. 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. Reason: to ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5 (Planning for the Historic Environment).

Cornwall Archaeological Unit were contacted by the site occupier and developer, Mr. Grose, on 31st July 2014 with a request for advice on how to implement this planning condition. A watching brief was agreed and the methodology set out in the Written Scheme of Investigation (WSI) produced by Cornwall Archaeological Unit (Appendix 1). The WSI was agreed with the planning advice archaeologist and the client; the fieldwork was undertaken on 11th September 2014.

Site Location

The development site is located within the hamlet of Ballowall at OS grid reference SW 35946 31394. Ballowall is to the west of St Just in Penwith, west Cornwall on an elevated coastal clifftop plateau surrounded by farmland. The bedrock geology in this location consists of granite of the Land's End Intrusion, formed approximately 251-359 million years ago.

Historical Background

Ballowall Common, to the west of St Just, is recorded as the site of a number of Neolithic to Bronze Age structures, all now destroyed with the exception of Ballowall Barrow. This Scheduled Monument is a complex, multi-period cairn that includes an entrance grave and incorporated at least four cists with two funerary urns. It takes the form of a central mound with a substantial sub-circular platform of earth and rubble surrounding it. It is the largest of the many cairns sited in prominent locations around the Penwith coastline. This open stretch of cliffland and clifftop plateau immediately to the south east of Cape Cornwall appears to have been an important focal area for ceremonial activities for people from the Neolithic into the Bronze Age, possibly one relating to the Scilly Isles, which are clearly visible from this location. The sites of the habitations of the builders of this monument are unknown but the appearance of the farmland immediately to the north strongly suggests that it was originally laid out during later prehistory, though clearly subsequently modified. This is further supported by Mesolithic and Neolithic flint scatters and Bronze Age findspots around St Just and suggestions of an Iron Age or Romano-British round at Nanpean.

Medieval agriculture probably caused much of the alteration to the landscape and the settlement of Ballowall was first recorded as 'Bulawall' in 1302. It is a Cornish name

probably derived from the early medieval element 'bod' meaning dwelling and a personal name, probably 'Louhal' or similar. The nearby settlements of Boswedden and St. Just also have early medieval origins. The original name of St Just, 'Lanuste' is recorded within the current parish church, which is now Grade II Listed, though there are no Norman remains of the building. Neither Ballowall or St. Just are referred to in the Domesday Survey of 1086. They were probably part of Kelynack Manor, which was held by Richard from the Count of Mortain. It was held by Godric before 1066 and included 100 acres of pasture, ten smallholders, six villagers and was worth 20s.

From the 16th century onwards, Ballowall Common was increasingly affected by early intensive outcrop mining along a large number of sub-parallel lodes. Mining continued sporadically into the late 19th century when the lodes were reworked as part of the St Just United and later Bellan Mines, as shown on historic maps.

John Norden did not include Ballowall on his 17th century map though Gascoyne in 1699 did refer to it as 'Beluhall' (Figure 3) and Martyn labelled 'Bulowhall' on his map of 1748. On the c1803 OS map 'Bullohall' was shown as a small building at the end of a lane (Figure 4). The 1841 Tithe Map for St Just parish showed more detail and more development with multiple small buildings. Plot 2472 pertains to the development area and was shown as a small undeveloped enclosure on this map (Figure 5). On the accompanying 1843 Apportionment the enclosure was named as Meadow and described as arable land owned by James Chenhalls and occupied by John Daniell. Further development had occurred by the 1875 OS map, as Ballowall by then had a different arrangement with even more small buildings, probably due to the construction of miner's cottages within the nucleated farmstead, whilst the development plot had been subdivided into five smaller parcels and surrounded by a path or trackway (Figure 6). These had the appearance of gardens or allotments associated with the various nearby dwellings. These plots did not last long, as by the time of the 1907 OS map a large 'L' shaped glass house had been constructed along the northern and western boundaries of the plot (Figure 7). The plot is still known locally as 'the glasshouse' though as aerial photographs from 2000 and 2005 show, a large rectangular shed on the west side and several caravans and vehicles have most recently occupied the plot.

2. Aims and objectives

The principal aim of the study was to gain a better understanding of the sub-surface archaeology of the development site, and its context within both Ballowall and West Penwith. This was to be achieved by carrying out an archaeological watching brief during the groundwork phase of the development.

The site specific aims were to:

- Draw together historical and archaeological information about the site;
- Undertake an archaeological watching brief during groundwork operations.
- Determine the extent, condition, nature, character, date and significance of any archaeological remains revealed during the works;
- To recover any artefacts contained within the excavated material;
- Undertake any necessary specialist analysis of artefacts or other material recovered during the excavation;
- Produce a report containing the interpreted results of the watching brief and to produce an ADS/OASIS entry for the assessment.

The development area had the potential to contain important buried archaeological sites, some of which could have related to the prehistoric or historic remains within and around Ballowall. The key objective of the archaeological investigation of this area was to provide an opportunity to better understand the character and potential of this resource by recording sites and features affected by it and disseminating the results appropriately.

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.

Pre-works

In advance of site works CAU agreed with the client:

- Working methods across the development area and programme.
- Health and Safety issues and requirements.

Watching Brief

The archaeological recording of the plot and foundation trenches (where ground reduction took place) took the form of a watching brief. Site works were carried out with an archaeologist in attendance to record any features which become exposed during the stripping process.

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

The plot had been recently cleared of all surface material, including the rectangular shed and caravan. Three septic tanks/soak-away pits were identified on the southern side of the site with two drains connecting them to the former caravan and buildings external to the development area (Figure 9). All had been decommissioned and were removed as part of the foundation excavations. Whilst the high potential for contamination prevented close inspection, the size and depth of the pits would have destroyed any archaeology in their locations at the time of their construction.

The foundation trenches for the dwelling were dug under archaeological direction and covered the rectangular perimeter of the building and three internal divisions. The trenches were 0.6m or 0.8m wide and were 0.5m or greater in depth, depending on the depth of the topsoil. The building was located on the southern side of the plot positioned diagonally across it rather than parallel to the southern boundary.

The topsoil was a grey-black granite-derived silt with considerable root content and modern debris and occasional granite fragments up to 1.0m in diameter that were probably former building stones. The topsoil varied between 0.2m and 0.8m deep with the deepest areas along the south-western trench and in the north corner (Figure 8). These deep areas also had the highest organic content within the soil and an unusually level and consistent horizon between the topsoil and subsoil. The south-western area approximately corresponds to the location and alignment of the former glass house. The deeper, more organic nature of the topsoil may represent foundation works, soil supplementation or replacement for cultivation within the glass house.

The subsoil was a light orange-yellow sandy-silt (locally known as rab) with the quantities of granite increasing with depth. In the south-eastern foundation trench a void 1m below the surface was exposed. This void extended northward under the

development area including the southern-most of the internal divisions of the new house. The void was lined with a light yellow clay that appeared to be decomposing (kaolinised) granite. Above the void in the internal division trench the subsoil was darker in colour with red staining that resembled iron-rich material, possibly indicative of a lode. Subsequent comparison with a mining survey suggests this was likely to represent the outcrop of one of the many sub-parallel lodes noted here, many of which have been worked to surface, or to within a couple of metres of it (pers. comm. Adam Sharpe). As there was intact sub-soil, or rab, above the crown of the stope, the void has probably migrated upwards due to progressive roof collapse over time. The survey suggested that the lode should have been located further west but as the alignment of the voided feature was identical to that shown on the consultants' map it is believed to have been the same as that identified in their survey. Although potentially too hazardous to inspect closely, the void did not appear to have any archaeological remains associated with it (Figure 10). Specialist advice was to be sought on the implications and treatment of the void though it is likely that it will be filled with concrete.

No other features or artefacts of archaeological interest were found within the foundation trenches.

5. Conclusion

Although the known prehistoric archaeology of coastal Penwith and the long history of settlement at Ballowall suggested a high potential for archaeology to be located within the development area, no features or artefacts were identified. This is likely to be due to multiple factors including the long agricultural use of the plot; disturbance resulting from the construction of the post-medieval buildings, including the glass house; the excavation of the septic tanks and associated drains; and the location of the mining feature, all of which potentially would have disturbed, removed or destroyed archaeological features. In addition, the relatively small area of excavation makes it possible that any archaeological features within the site could not be identified or might have been located just outside of the foundation trenches.

6. References

Cornwall County Council 2000 aerial mapping of Cornwall.

Cornwall County Council 2005 aerial mapping of Cornwall.

Joel Gascoyne's 1699 Map of Cornwall

Martyn's 1748 Map of Cornwall

Norden, J. 1724, Map of Cornwall, reprinted University of Exeter 1972

Ordnance Survey, 1803, 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

Padel, O.J. 1988, *Cornish place-names*, Penzance

Thorn, C. and Thorn, F. (eds.) 1979, *Domesday Book, 10: Cornwall*, Chichester

Tithe Map c1841 and Apportionment, c1843. Parish of St Just (digital copy available from CRO)

7. Project archive

The CAU project number is **146410**

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.A-D\Ballowall Caravan 2 WB
3. English Heritage/ADS OASIS online reference: cornwall2-190500

This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites B\Ballowall farm Caravan 2 wb



Figure 1: Location of Ballowall.

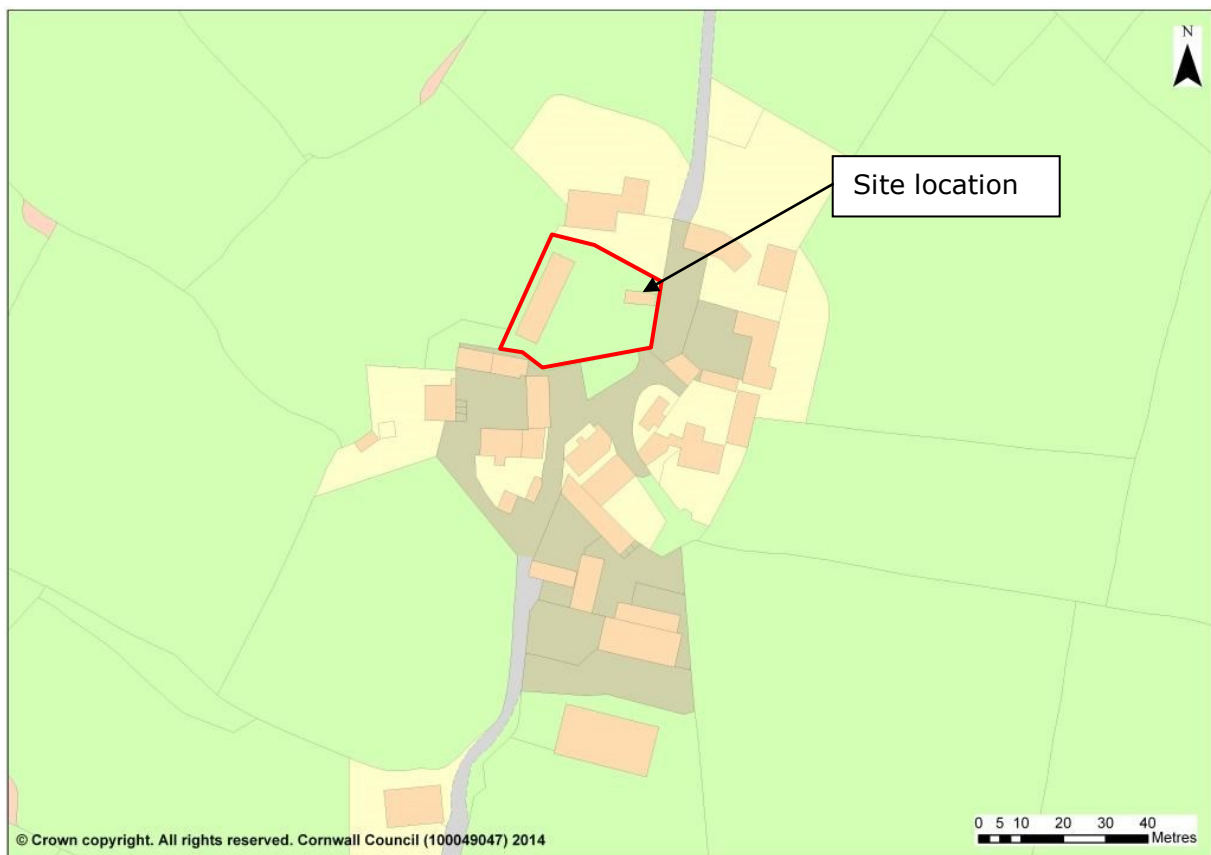


Figure 2: Location of the development site within Ballowall.



Figure 3: Gascoyne's 1699 map depicting 'Beluall.'

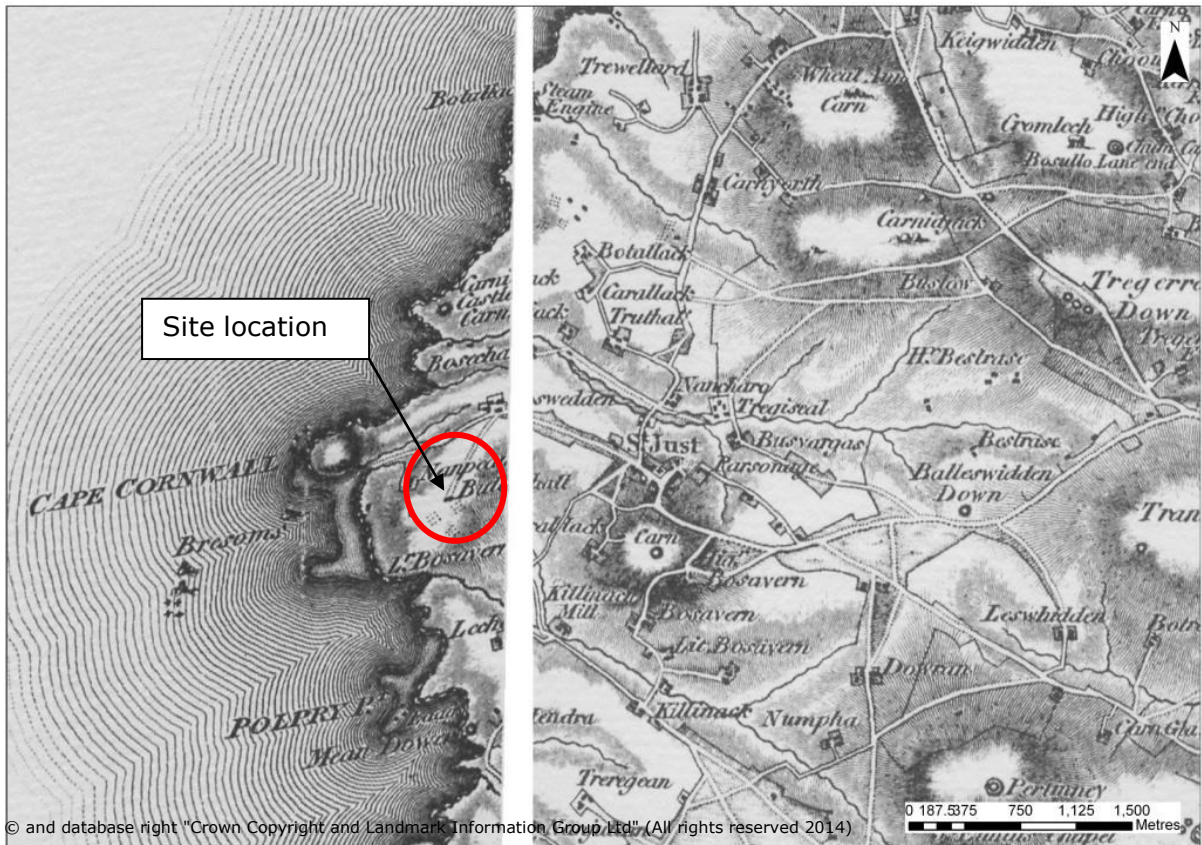


Figure 4: 'Ballohall' as depicted on the c1803 1st edition OS map. Note the square pattern of dots to the south west of the site, which denote mining activity.

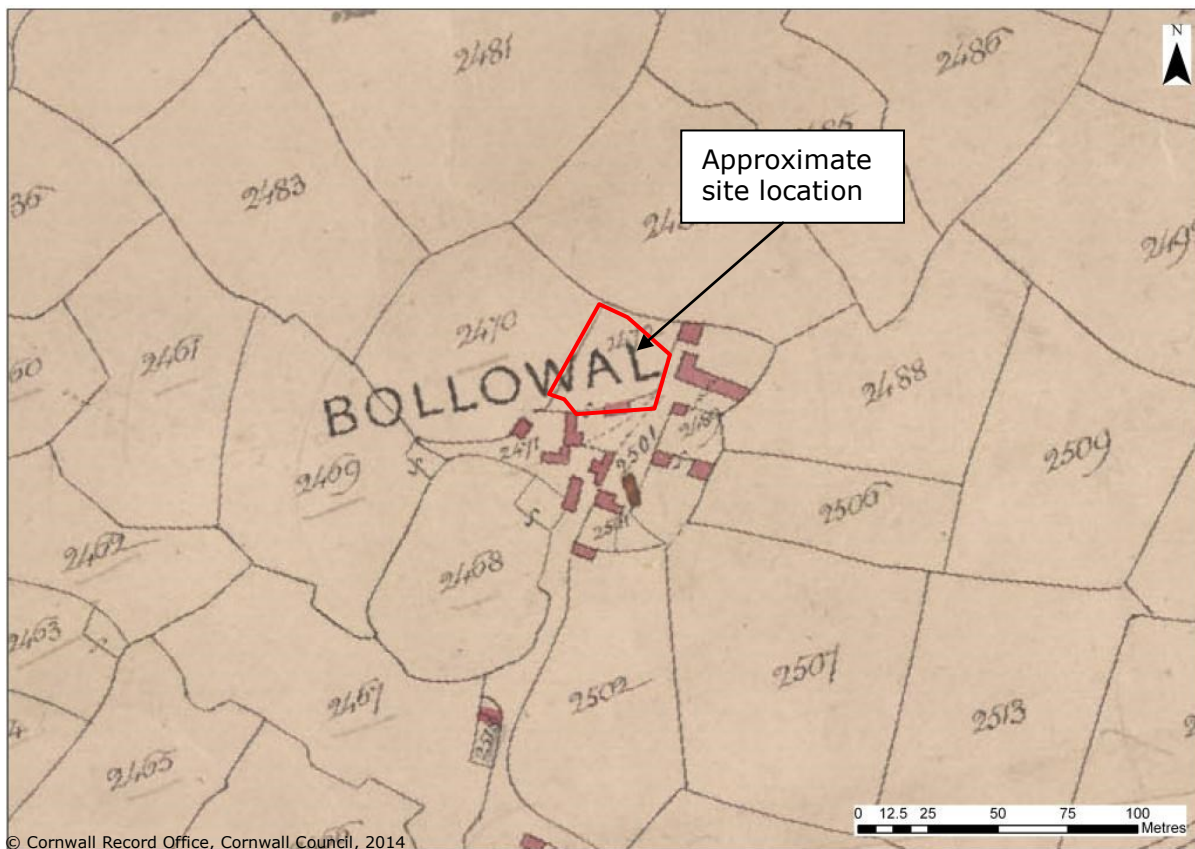


Figure 5: The St Just Tithe Map of 1841. Note the number of small buildings within 'Bollowall.' These probably indicate three or four farmsteads within a nucleated farming hamlet, typical of West Penwith settlements.

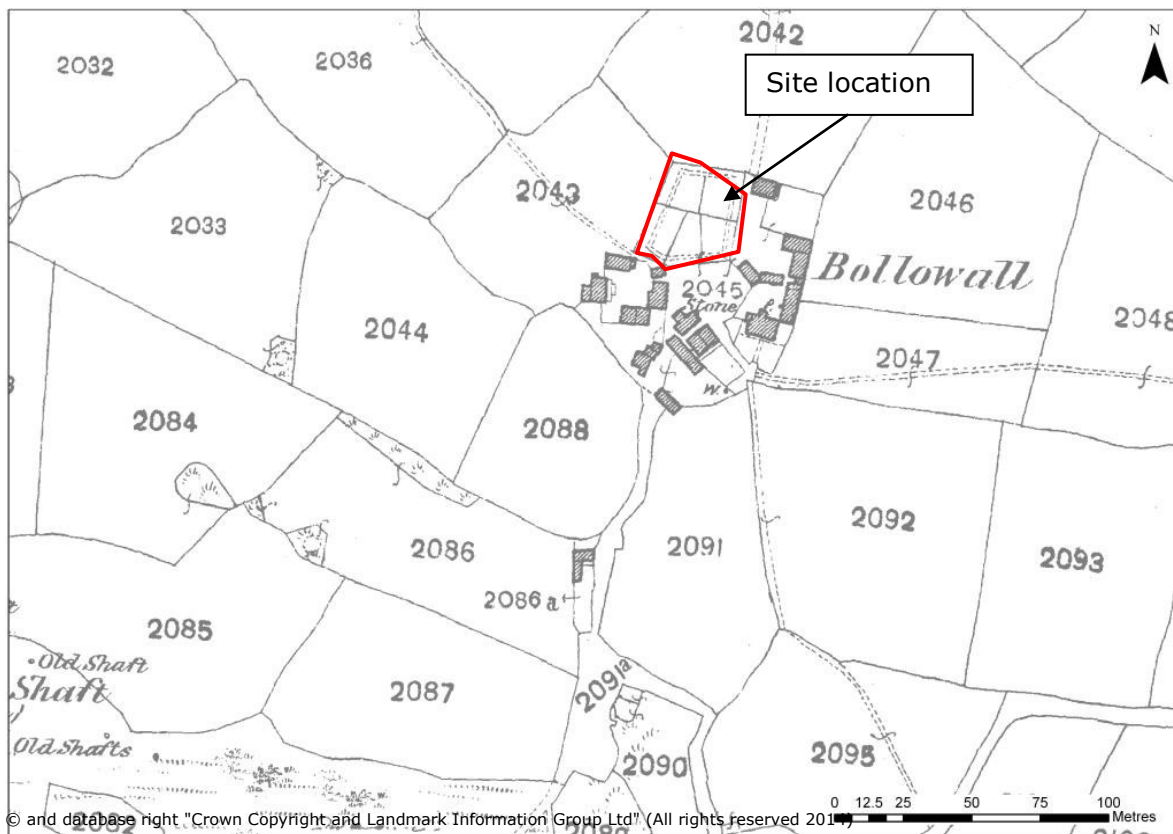


Figure 6: The 1875 OS map of 'Bollowall' with the development plot highlighted. Note the different arrangement of small farmsteads and cottages around it.

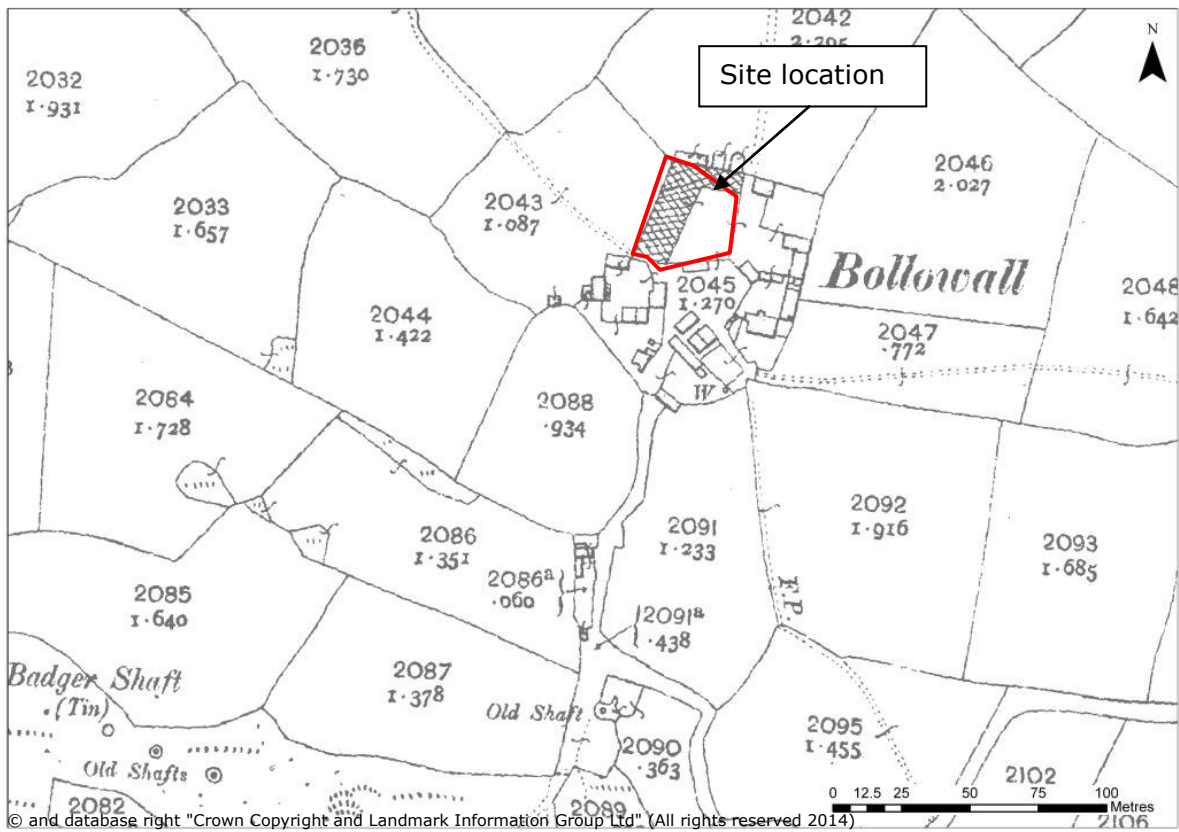


Figure 7: The 1907 OS map of 'Bollowall', note the minor changes in the arrangement of the small buildings and the construction of the glass house within the plot.



Figure 8: A sample, south-west facing, section of the foundation trench showing the greater depth of the topsoil at the south-western end of the new house.



Figure 9: A foundation trench with a defunct pipe in the foreground and the remains of a septic tank in the background, demonstrating the modern disturbance to the site.



Figure 10: The void, probably caused by progressive roof collapse in a mining lode, that opened below the foundation trench.

APPENDIX 1: Cornwall Archaeological Unit, Cornwall Council



Caravan 2, Ballowall, St. Just in Penwith: Written Scheme of Investigation for archaeological watching brief

Client: Michael Grose

Client email: Michael.grose@btinternet.com

Project background

The plot known as Caravan 2 at Ballowall to the west of the town of St. Just in Penwith was the subject of a successful planning application for the development of a single dwelling (Application PA11/07489). In a letter dated 1st November 2011, Mr. Phil Markham in advance of the decision, then the Historic Environment Planning Advice Officer (West Cornwall) commented:

**PA11/07489 Ballowall Barn, Ballowall, St Just, Penzance TR19 7NP
Erection of a dwelling**

We note from the planning weekly list for the week ending the 28th October 2011 that the above application may have an impact on the historic environment.

The Proposed Development Site

We have consulted the Cornwall and Scilly Historic Environment Record (HER) which records the following: The settlement of Ballowall is first recorded in 1302 when it is spelt "Bolawall". The name is Cornish and contains the element bod 'dwelling' (suggesting a settlement of early medieval origin) and a personal name. Ballowall is still occupied. We also note that the proposed site is within the Cornwall Mining World Heritage site and welcome that this is recognised within the supplied planning documents. Ground works associated with this proposed development may disturb buried archaeological remains associated with early phases of Ballowall.

Policy Context

It is Government and Cornwall Council policy that the historic environment is taken into account in the planning process. The former Penwith Local Plan included: Local Plan Objectives 1. To ensure that development does not have an adverse effect on landscape, nature, conservation, historic, archaeological and geological values; Local Plan Objectives 2. To preserve and enhance the character and appearance of the built environment;

Recommendations

We recommend that if consent is given that an archaeological recording condition is included. This would require an archaeological 'watching brief' to be undertaken during the ground work phase. PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide recommends including words to the effect:

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 be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

This advice was incorporated into two planning conditions for the development, as follows:

7. 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. Reason to ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5 (Planning for the Historic Environment).

8. 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. Reason: to ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5 (Planning for the Historic Environment).

Cornwall Archaeological Unit were contacted by the site occupier and developer, Mr. Michael Grose, on 31st July 2014 with a request for advice on how to implement this planning condition. This WSI and its associated cost schedule are intended to meet the requirements of the archaeological planning condition, allowing its eventual discharge.

The plot known as Caravan 2 at Ballowall is centred at SW 35946 31394 on the north-western corner of the farm settlement of Ballowall, and extends to 794 square metres. The site is at 100m OD on a level plateau extending southwards to the Cot Valley, to the south-west to Carn Glouce, to the west to Cape Cornwall and to the north to the Kenidjack Valley. The town of St. Just in Penwith lies a short distance to the east. The underlying bedrock is the Land's End granite and the soils are of the Moorgate series. The 1994 Historic Landscape Character of this area is *Anciently Enclosed Land (Farmland Medieval)*; the 2011 revision of the West Penwith HLC has redefined this as *Prehistoric Enclosed Land*. The development site is in the civil and ecclesiastical parishes of St. Just in Penwith. Designations applying to the site include World Heritage Site (Area 1, St. Just Mining District), Area of Outstanding Natural Beauty (AONB), Area of Great Scientific Value (AGSV) and Area of Great Historic Value (AGHV). No Listed Buildings or Scheduled Monuments will be affected by the proposal.

Site history

Ballowall Common, to the west of St. Just, is recorded as the sites of a number of Neolithic to Bronze Age ceremonial structures, all now destroyed with the exception of the complex, multi-period Scheduled cairn known as Ballowall Barrow. This open stretch of cliffland and clifftop plateau immediately to the south-east of Cape Cornwall appears to have been an important ceremonial focus for people from the Neolithic period into the Bronze Age. The sites of their habitations are unknown, but the appearance of the farmland immediately to their north strongly suggests that it was originally laid out during later prehistory, though clearly modified to a significant degree during the Medieval period. Ballowall Common was also the site of early intensive outcrop mining along a large number of sub-parallel lodes. Mining continued here sporadically into the late 19th century, when these lodes were re-worked as part of St. Just United, and during the early decades of the 20th century as Bellan Mine.

The settlement of Ballowall was first recorded as Bulawall in 1302 (MCO13476), the name almost certainly deriving from the Cornish 'bod' – cottage and a personal name (probably 'Louhal'). The farming settlement was almost certainly in existence during the mid-17th century when John Norden produced his map of Cornwall, but he did not map or name it on this source. The farm was shown on Gascoyne's 1699 map of Cornwall as 'Beluhall', as 'Bullowhall' on John Martyn's 1749 map of Cornwall and as 'Bulloall' on the Ordnance Survey *circa* 1810 1st Edition 1" mapping.

The first detailed mapping of Ballowall dates to the *circa* 1840 St. Just Tithe Award mapping, when the development area was shown as a small undeveloped enclosure (plot 1472) on the north-western corner of the nucleated farm settlement of Ballowall.

The *circa* 1877 1st Edition Ordnance Survey 25" to a mile mapping for the site showed the development area as being sub-divided into five small plots on the periphery of Ballowall settlement, these plots having a track or path running around their periphery and having the appearance gardens associated with the various dwellings within the settlement. On the *circa* 1907 2nd Edition of this mapping, the northern and western

sides of the enclosure (which was by this time no longer sub-divided) were occupied by a substantial glasshouse.

The aerial photograph series commissioned by Cornwall County Council in 2000 show the plot occupied by a large rectangular shed along the its western edge. Various caravans and vehicles were evident within the remaining part of the plot. A similar situation can be seen to have applied in 2005 on a subsequent series of CCC aerial photographs. The modern OS MasterMap continues to show the large shed along the western boundary of the development plot.

It is understood from Mr. Grose that parts of the plot have been repeatedly disturbed for by drainage and pipework operations.

Project extent

The site extends to 794 square metres and the new dwelling is proposed more or less at its centre.

Aims and objectives

Groundworks may disturb buried archaeological remains. In order to understand the site and produce a record of any archaeological features intersected during such works, an archaeological watching brief will be carried out.

The principal aim of the study is to gain a better understanding of the sub-surface archaeology of the development site, and the context of both Ballowall and West Penwith within which it is sited. This is to be achieved by carrying out an archaeological brief during the groundworks phase of the development. The project objectives are to obtain an archaeological record of the site prior to alterations, to report on the findings of the watching brief and to complete an OASIS/ADS-Online record for the project.

The site specific aims are to:

- Draw together historical and archaeological information about the site;
- Undertake an archaeological watching brief during groundworks operations.
- Determine the extent, condition, nature, character, date and significance of any archaeological remains revealed during the works;
- To recover any artefacts contained within the excavated material;
- Undertake any necessary specialist analysis of artefacts or other material recovered during the excavation;

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: Archaeological recording

The site archaeologist will be present during all ground works associated with the development. All groundworks (including trenches, areas of soil stripping, etc.) will be excavated by a mechanical excavator fitted with a toothless grading bucket for the removal of the overburden until the first archaeological horizon is exposed. This will then be hand-cleaned as appropriate, and any archaeological features will be hand excavated and recorded by the archaeologist to an appropriate level of detail. Only on completion of this work will any trench be further excavated to the level required for the client's groundworks

During the archaeological recording the archaeologist will identify and record any archaeological features that are revealed in the trenches or areas of soil stripping; 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 Senior Development Officer (Historic Environment) and Cornwall Archaeological Unit. **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 Senior Development Officer (Historic Environment) and Cornwall Archaeological Unit.

In advance of the groundworks Cornwall Archaeological Unit will discuss with the client and with the site manager:

- Working methods and programme.
- Health, safety and welfare arrangements.
- Treatment 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 (electronic) mapping; 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 will be located relative to the National Grid.
- 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.
- Finds will be collected in sealable plastic bags, which will be labelled immediately with the context number or other identifier.
- 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).
- Excavated areas and spoil deriving from the trenching may be checked with a metal detector in order to recover any metal finds for identification.

Treatment of finds

The fieldwork may produce artefactual material.

- All finds in significant stratified contexts predating 1800 AD (e.g. settlement features) will be plotted on a scaled base plan and described. Post medieval or modern finds may be disposed of at the cataloguing stage and offered back to the site manager. The discard policy will be reviewed ahead of its implementation.
- All finds predating 1800 AD 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 Senior Development Officer (Historic Environment) and the appropriate authorities (the Coroner and Environmental Protection, Cornwall Council). 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 photographic record shall consist of prints in both black and white together with their 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 a north arrow will be included. 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 Cornwall Archaeological Unit 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 CAU 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 CAU guidelines).

Archive report

The results from the fieldwork will be presented in a concise report. 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 (if relevant) 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
- Conclusions
- References
- Project archive index
- Supporting illustrations: location map, plans, elevations/sections, photographs

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

Archive deposition

The site archive and finds will initially be stored at CAU premises. The archive including a copy of the written report shall be prepared for deposition with the Royal Cornwall Museum within two months of the completion of the full report and confirmed in writing with English Heritage. 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, Cornwall Archaeological Unit 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, the documentary archive in due course shall be deposited with the Cornwall Record Office, but in the medium term will be stored at ReStore PLC. All digital records will be filed on the Cornwall Council network.

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

The archiving will comprise the following:

- 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

Timetable

The study is anticipated to be commenced during late Summer 2014. CAU will require a minimum of two weeks' notice before the commencement of site works, 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 Mr Phil Copleston, Senior Development Officer (Historic Environment). Once Mr. Copleston is satisfied with the archive report

and the deposition of the archive, written discharge of the planning conditions 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

Cornwall Archaeological Unit

Cornwall Archaeological Unit is the contracting arm of Historic Environment, Cornwall Council (CAU). CAU employs some 20 project staff with a broad range of expertise, undertaking around 120 projects each year.

CAU 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



CAU is a Registered Organisation with the Institute for Archaeologists and follows their Standards and Code of Conduct.

As part of Cornwall Council, CAU has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare) and Investors in People.

Terms and conditions

Contract

CAU is part of 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 CAU 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 (Adam Sharpe BA MIfA) 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 CAU field staff, with assistance from qualified specialists and sub-contractors where appropriate. The project team is expected to include:

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 Cornwall Archaeological Unit, 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.

CAU 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 CAU may need to disclose any information it holds, unless it is excluded from disclosure under the Act.

Health and safety statement

CAU follows Cornwall Council's *Statement of Safety Policy*. Prior to carrying out on-site work CAU will carry out a Risk Assessment.

Insurance

As part of Cornwall Council, CAU 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.

Adam Sharpe BA MIfA

Senior Archaeologist

1st August 2014

Cornwall Archaeological Unit

Economy, Enterprise and Environment Directorate

Cornwall Council

Fal Building, County Hall, Treyew Road, Truro, Cornwall. TR1 3AY

Tel: 01872 323603 Email: asharpe@cornwall.gov.uk

