



Camelford former Primary School, Cornwall Archaeological Assessment



Cornwall Archaeological Unit

Camelford former Primary School, Cornwall

Archaeological Assessment

| | |
|----------------------|--------------------------|
| Client | Mr Samuel Harding |
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Acknowledgements

This study was commissioned by Mr Samuel Harding and carried out by Cornwall Archaeological Unit, Cornwall Council.

The Project Manager was Andy Jones.

The views and recommendations expressed in this report are those of Cornwall Archaeological Unit and are presented in good faith on the basis of professional judgement and on information currently available.

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.



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Cover illustration

Aerial photograph (2000) showing the area of the site.

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Abbreviations

| | |
|-----|--|
| CAU | Cornwall Archaeological Unit |
| HER | Cornwall and the Isles of Scilly Historic Environment Record |
| MCO | Monument number in Cornwall HER |
| OS | Ordnance Survey |

1 Summary

Cornwall Archaeological Unit, County Council was commissioned by Mr Samuel Harding in October 2014 to undertake an archaeological assessment of the former site of Camelford Primary School. The 1.6 hectare site is located within an area of 20th century settlement development, which extends out to the south from Camelford's older medieval core.

Land to the north and east of the study is included within the Camelford Conservation Area. There are no other designations covering the area or any designated sites within it (Scheduled Monuments or Listed Buildings). There are, however, a few sites recorded within the HER which lie outside the study area, plus six sites of Local Significance identified within the study area, primarily including removed or altered boundaries.

The assessment consisted of a rapid desk-based assessment using historic mapping and information layers on GIS, and reference to published sources and the HER. There was not a field visit.

This report recommends that a geophysical survey should be undertaken over part of the site, followed by an appropriate level of archaeological mitigation, for example an archaeological watching brief and/or excavation depending on the results of the survey.

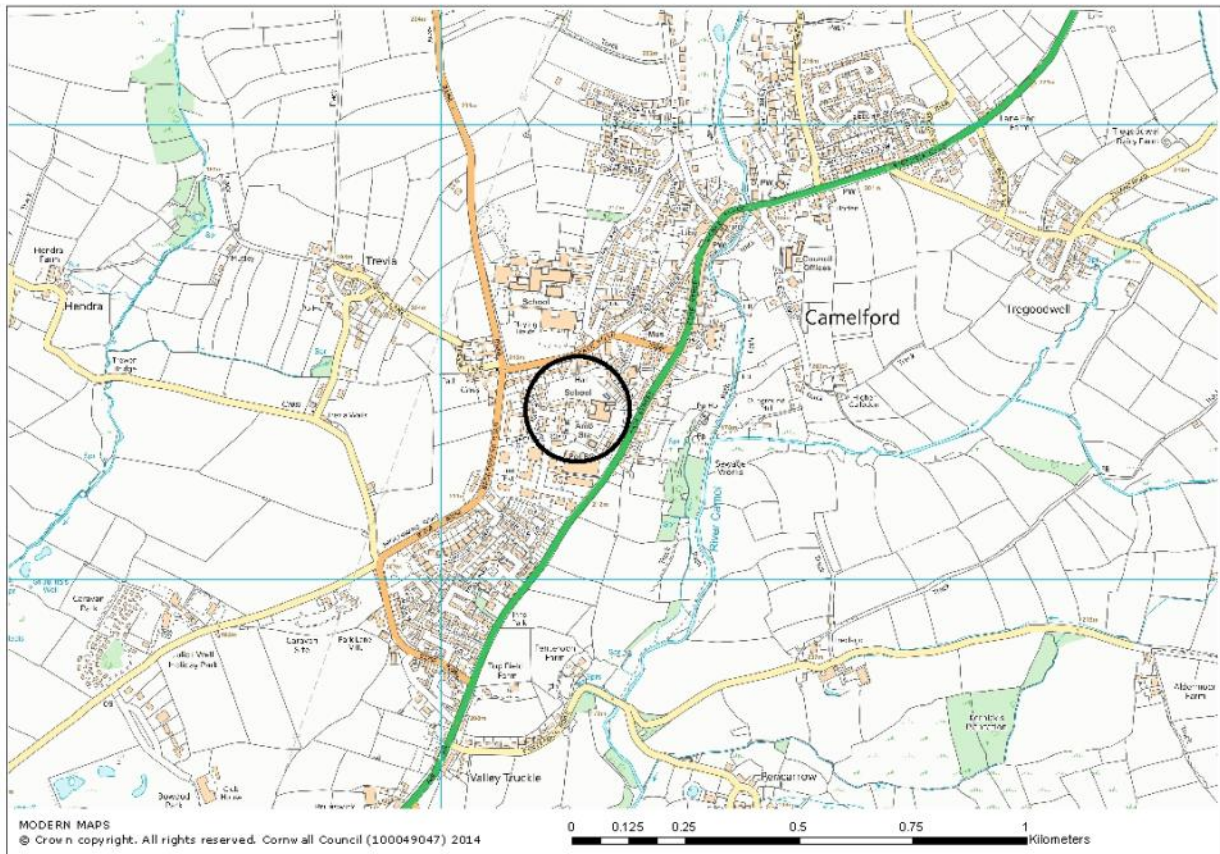


Fig 1 Location map.

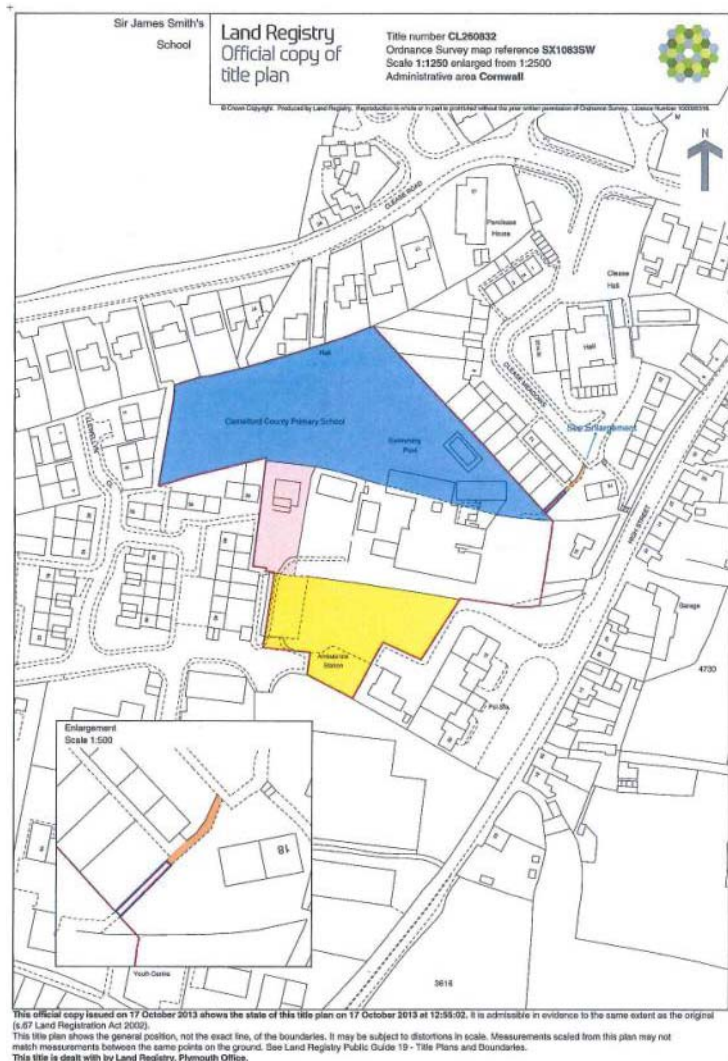


Fig 2 Site extent (as supplied by the client), showing the project area.

2 Introduction

2.1 Project background

Cornwall Archaeological Unit (CAU) was commissioned by Mr Samuel Harding on 9/10/2014 to undertake a rapid desk-top based archaeological assessment in advance of a planning application for the proposed development of the site of the former Primary School at Camelford (Figure 1). The site consists of a large playing field to the north, a smaller open green area to the south and intervening buildings and car parking (Figure 2).

2.2 Aims

The purpose of the project was to undertake a rapid desk based archaeological assessment of the study area, to identify the heritage resource and relevant constraints, to inform options for the replacement crossing, and to identify further stages of archaeological assessment and / or recording as appropriate.

2.3 Methods

The project consisted of a desk-based assessment. During the assessment historical databases and archives were consulted in order to obtain information about the history of the site and the structures and features that were likely to survive. The main sources consulted were as follows:

- Cornwall Historic Environment Record (HER) including the National Mapping Programme (NMP) plotting of sites visible on aerial photographs.
- Historic maps.
- Relevant existing archaeological reports and selected published secondary sources.
- All work was undertaken according to the appropriate Institute for Archaeologists *Standards and Guidance*. The *IfA Code of Conduct* and *Code of Approved Practice for the Regulation of Contractual Arrangements in Archaeology* was followed.

3 Location and historic setting

The site is located within modern-day Camelford, between the main A39 (to the east) and the B3266. The site is largely surrounded by a mix of domestic housing and gardens, with the current Camelford primary School just to the north and the Ambulance Station on its immediate southern boundary. The site is centred at SX 10327 83379 (Figures 1 and 2).

The majority of the site lies at 216m above sea level, forming part of a long slightly raised ridge of land to the west of Camelford. Mapped contours show a gradual drop down towards the eastern edge of the site. The site has not been visited as part of this project and this means that the degree of any previous landscaping is uncertain. Approximately half of the surface area supports buildings of various characters with intervening tarmac-covered surfaces. The remaining area appears to be open green space (Figure 10). Geologically the site is located on Upper Devonian Mudstone, Siltstone and Sandstone.

The development falls within 'Anciently Enclosed Land of Medieval Farmland type, Altered in the 20th Century' (Cornwall County Council, 1996). This is a component of Cornwall's Historic Landscape Character (HLC) (Cornwall County Council 1996) (Figure 7), and is land which has been farmed since at least the medieval period, but has been

altered by the removal of field boundaries; in this case during the original post 1940s school development (Herring and Newell 2005). This landscape type often contains buried archaeological remains dating to prehistoric, Romano-British and medieval times. For example, recent work to the north of the site at Sir James Smith's School (SX 1023 8384), revealed ceremonial and settlement sites of Late Iron Age date (c200 BC-AD 50) (Taylor 2009).

However, the former Primary School site today is built-up. There are no identified sites within the study area, but there are a few varied sites beyond the immediate area of the site which help establish the site's setting. The Scheduled Trevia stone cross (DCO24276, MCO5085) – a medieval wheel headed cross, has been re-erected to the west of the study area. This is not its original location, but does testify to the range of medieval activity within the vicinity. Other sites include a post-medieval workhouse (MCO44280), fulling mill, leat and mill pond (MCO55380), police station (MCO54215), and a school (MCO53267).

4 Policies and Guidance

4.1 National Planning Policy Framework 2012

The following paragraphs within the National Planning Policy Framework of 2012 frame planning policy relating to the Historic Environment and are applicable to this assessment:

128 *In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.*

129. *Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this assessment into account when considering the impact of a proposal on a heritage asset, to avoid or minimise conflict between the heritage asset's conservation and any aspect of the proposal.*

132. *When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation. The more important the asset, the greater the weight should be. Significance can be harmed or lost through alteration or destruction of the heritage asset or development within its setting. As heritage assets are irreplaceable, any harm or loss should require clear and convincing justification. Substantial harm to or loss of a grade II listed building, park or garden should be exceptional. Substantial harm to or loss of designated heritage assets of the highest significance, notably scheduled monuments, protected wreck sites, battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*

133. *Where a proposed development will lead to substantial harm to or total loss of significance of a designated heritage asset, local planning authorities should refuse*

consent, unless it can be demonstrated that the substantial harm or loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:

- the nature of the heritage asset prevents all reasonable uses of the site; and
- no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and
- conservation by grant-funding or some form of charitable or public ownership is demonstrably not possible; and
- the harm or loss is outweighed by the benefit of bringing the site back into use.

134. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal, including securing its optimum viable use.

135. The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that affect directly or indirectly non designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.

139. Non-designated heritage assets of archaeological interest that are demonstrably of equivalent significance to scheduled monuments, should be considered subject to the policies for designated heritage assets.

4.2 Local Plan Policies, adopted by Cornwall Council as unitary authority

4.2.1 Former North Cornwall District; Local Plan Policy ENV12

4. Development proposals for the erection of a new building or other structure, or the use of land, will not be permitted where this would adversely affect the character or appearance of a listed building or its setting.

4.2.2 Former North Cornwall District; Local Plan Policy ENV14 2

Sites of Archaeological or Historic Interest (1999)

- **Policy ENV14: 1** Development proposals affecting nationally important archaeological remains, whether scheduled or not, and their settings, will not be permitted unless: (a) there will be no significant damage to, or adverse effect on, a site or its setting; and (b) the development can be controlled through the use of conditions or planning obligations to ensure the remains are preserved *in situ*.
- **Policy ENV14: 2** Development proposals which adversely affect locally important archaeological sites or remains identified as a result of a prior archaeological investigation will only be permitted where: physical preservation *in situ* is not feasible in conjunction with the proposed development and the importance of the development clearly outweighs the case for preservation of the remains; and (b) satisfactory arrangements are made for the investigation and recording of the remains before or during development.

4.3 Hedgerow Regulations

Hedgerow Regulations of 1997 state that should it be intended to partially or totally remove a hedgerow considered significant under historic criteria (incorporating an archaeological feature and/or recorded on mapping of the mid 19th century or earlier), the Local Planning Authority must be notified, and may issue a 'hedgerow retention notice' prohibiting removal if it is judged to be important.

5 Site history

5.1 Outline of Historic Landscape Character

Historic Landscape Character (HLC) Types represent types of landscape sharing a similar historic character today as a result of similar development in the past, the different Types together forming a continuous mosaic. Areas of any particular HLC Type tend to contain a similar, predictable range of archaeological sites and historic features.

Figure 7 is an extract from Cornwall's mapping of HLC Types. As this map shows, the landscape of the study area is made up of 20th century settlement type, which spread out from the older pre-1907 settlement core to the north. The general area is surrounded by Anciently Enclosed Landscape of 'Medieval Farmland'.

The following text is adapted from recent generic HLC summaries, accessible through the Cornwall HER.

- Settlement of 20th century type (in this instance predominantly post 1940) – this is a landscape type that frequently overlies medieval, Romano-British or prehistoric agriculturally worked and settled land. It is capable of retaining pockets of undeveloped ground (amenity areas including parks, gardens, playing fields), re-surfaced ground (such as car parks, raised landscaping), and more heavily disturbed building footprints and services. Former boundaries can be preserved or fossilised within the emerging settlement development. This landscape type therefore has the potential to produce significant archaeological remains – as was recorded to the immediate north of the site at Sir James Smith's School (Taylor 2009).

5.2 Overview of recorded and potential archaeological sites

In total, six sites have been identified within the project area (Fig 8). They include a small rectangular enclosure which may have included a small agricultural structure (hinted at on the Tithe Map (Figure 4), but not specifically referred to in the Tithe Apportionments), two removed field boundaries, a straightened field boundary and a former footpath route – shown on the 1880 and 1907 OS maps (Figures 5 and 6). Today a footpath runs up the north-western edge of the site. These are all shown on Figure 8 and listed in the Site Inventory.

5.2.1 Potential for further, buried prehistoric and later remains

The area has high potential for the survival of below ground archaeological remains of various types and period, indicated by its Historic Landscape Characterisation (classified as 20th century Settlement in formerly Anciently Enclosed Land of Medieval Farmland Type). Anciently Enclosed Land frequently contains dense sub-surface prehistoric and later remains. Depending on the density of later overlying development 20th century Settlement characterised areas can also retain earlier remains. This has been very clearly shown by archaeological work at the nearby Sir James Smith's School, which was also classified as 20th century Settlement. For both school sites the presence of

open playing fields has resulted in un-built up pockets of ground suitable for geophysical survey.

5.2.2 Field boundaries

Field boundaries in the study area are almost all of medieval origin, as suggested by the historic mapping and their overall pattern (Figures 4, 5 and 6). Alterations have occurred, including the straightening out of at least one boundary (running along the northern edge of the study area), the removal of two field boundaries plus a small rectangular enclosure (site 1, see above). Although the site has been developed since the mid 20th century, a number of the boundaries and divisions within the site area do reflect the former field system. It is uncertain how many of these still retain up-standing elements, or associated boundary features such as gate posts, stiles or lynchetting associated with long-term ploughing and soil creep – all of which contribute to the residual Historic Landscape Character.



Fig 3 Extract from the OS First Edition One Inch Map c1809, showing the site location.

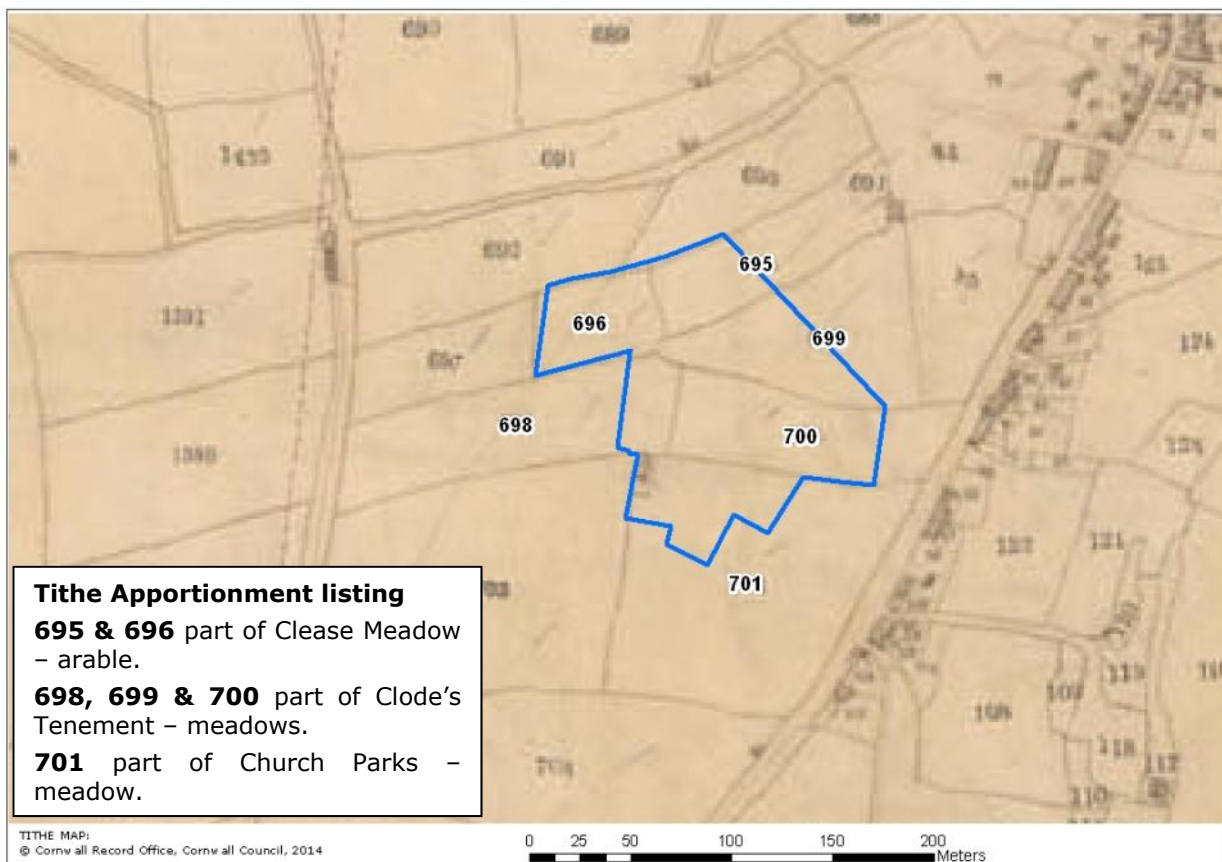


Fig 4 Extract from the 1841 Lanteglos by Camelford Tithe Map, showing the site extent.

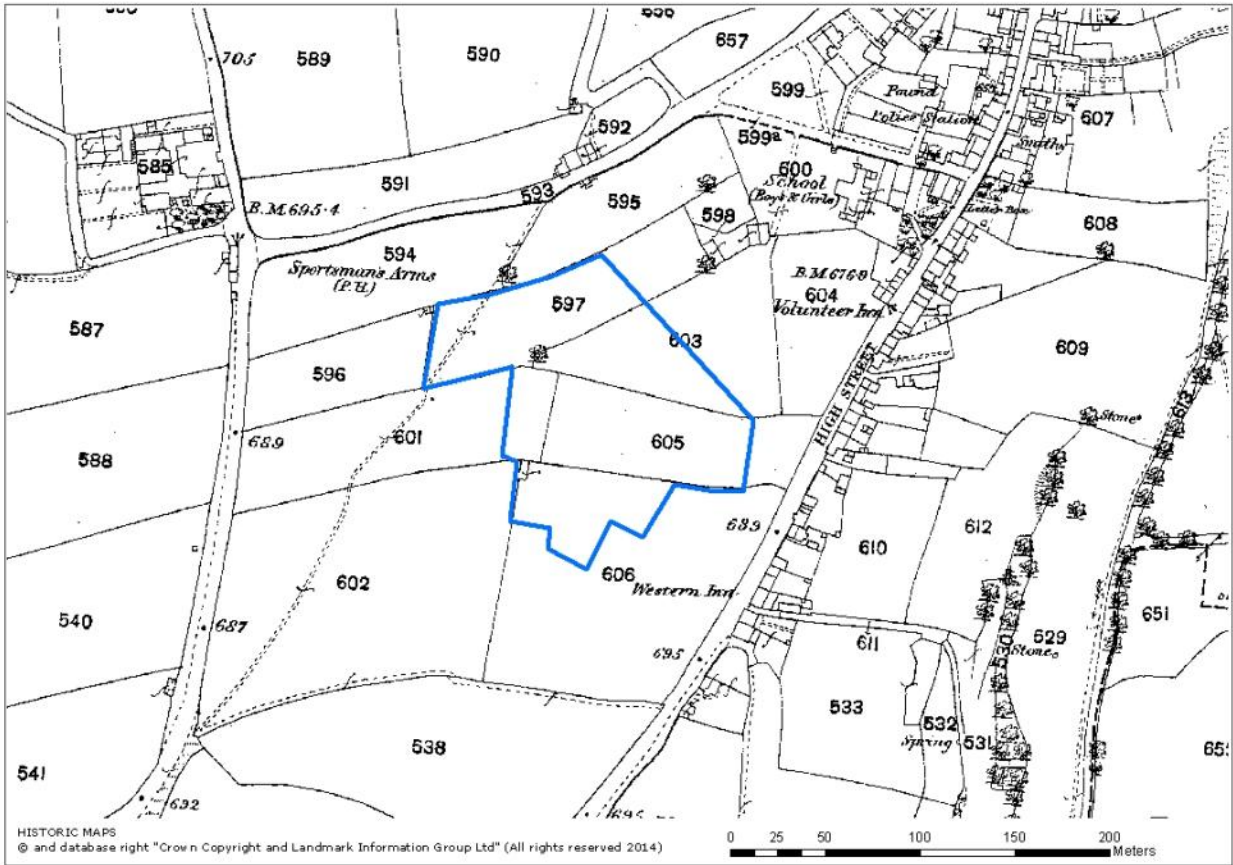


Fig 5 First Edition of the Ordnance Survey 25 Inch Map, c1880.

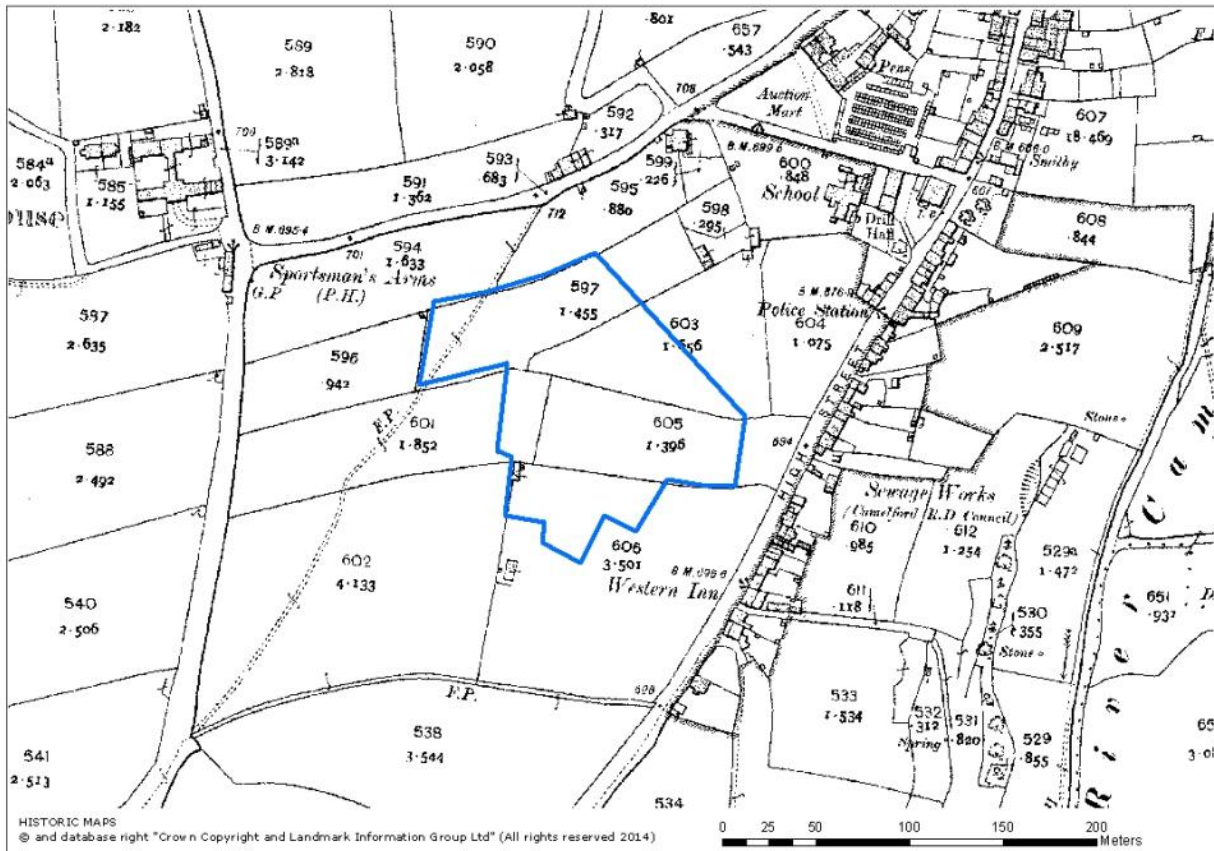


Fig 6 Second Edition of the Ordnance Survey 25 Inch Map, c1907.

6 Assessment of importance of the resource

6.1 Designated Sites

6.1.1 Site specific designations

There are no Scheduled Monuments, Listed Buildings, Battlefields or Registered Parks and Gardens within the study area.

6.1.2 Wider landscape designation

The area to the east and north-east of the site falls within the Camelford Conservation Area. There are no landscape designations for any part of the site.

6.2 Undesignated Sites

6.2.1 Known sites of Local significance

Six undesignated sites have been identified during this assessment from the historic mapping (Figures 3, 4 5 and 6). These include a small angular enclosure, removed or straightened field boundaries and a post-medieval footpath (see site inventory).

It is uncertain how many, if any of the current day boundaries and divisions within the study area retain any upstanding historic element. Any that do survive would be of Local significance.

6.3 Potential Sites

6.3.1 Within the site

There is a high potential for below-ground archaeological features and/or related finds scatters within the site area – particularly within those areas identified as being suitable for geophysical survey. These areas are considered likely to have particular potential (see Figure 9) on the basis of:

- The ground never having been built on.
- The proximity of known archaeological features found at Sir James Smith's School where excavation revealed Late Iron Age ceremonial and settlement sites (Taylor 2009).

6.3.2 Within the wider landscape

The whole study area lies within what would have been HLC defined Anciently Enclosed Land, of Medieval Farmland Type, until the 20th century southern expansion of Camelford.

This landscape type is known to frequently contain a range of prehistoric, Romano-British and medieval sites (see Sir James Smith's School located just to the north), or as was found further afield at for example, Scarcewater (Jones and Taylor 2010) or Tremough (Gossip and Jones 2007), where significant archaeological remains survived as sub surface features within busy agricultural landscapes. The presence of additional sites has not yet been confirmed, but should be expected.

7 Recommendations

Further stages of archaeological work likely to be required include the following.

7.1.1 Additional assessment

Further archaeological assessment / geophysical survey of the final area of the proposed scheme would be needed to provide full recommendations for avoiding, reducing, or mitigating adverse impacts on the archaeological resource.

1. **Walkover survey** of all open parts of the study area (grassed or tarmacked) is necessary to provide for appropriate identification of:
 - Upstanding remains, for example original medieval field boundaries and/or associated remains within current day boundary divisions on site.
 - Areas where very significant landscaping may have either removed or covered over former old land surfaces (which could potentially include buried features such as pits, ditches postholes or prehistoric artefact/flint scatters).
2. **Geophysical (magnetometer) survey** is recommended for two separate parts of the site.
 - The main northern area (the closest part of the site to known archaeological features identified in 2009 at Sir James Smith's School)
 - A smaller southern area.

Neither has been developed in the past according to the cartographic evidence (Figures 4, 5 and 6) or recent aerial photographs (see Figure 10 and cover photo).

7.1.2 Written scheme of investigation for archaeological mitigation

Following the above assessment, an agreed programme of archaeological recording should be put in place and a WSI (written scheme of investigation) approved by the [Senior Development Officer \(Historic Environment\)](#), in advance of any development works. Measures proposed may include one or more of the following elements: archaeological watching brief, controlled soil stripping, archaeological excavation, and palaeoenvironmental sampling, with reporting at an appropriate level.

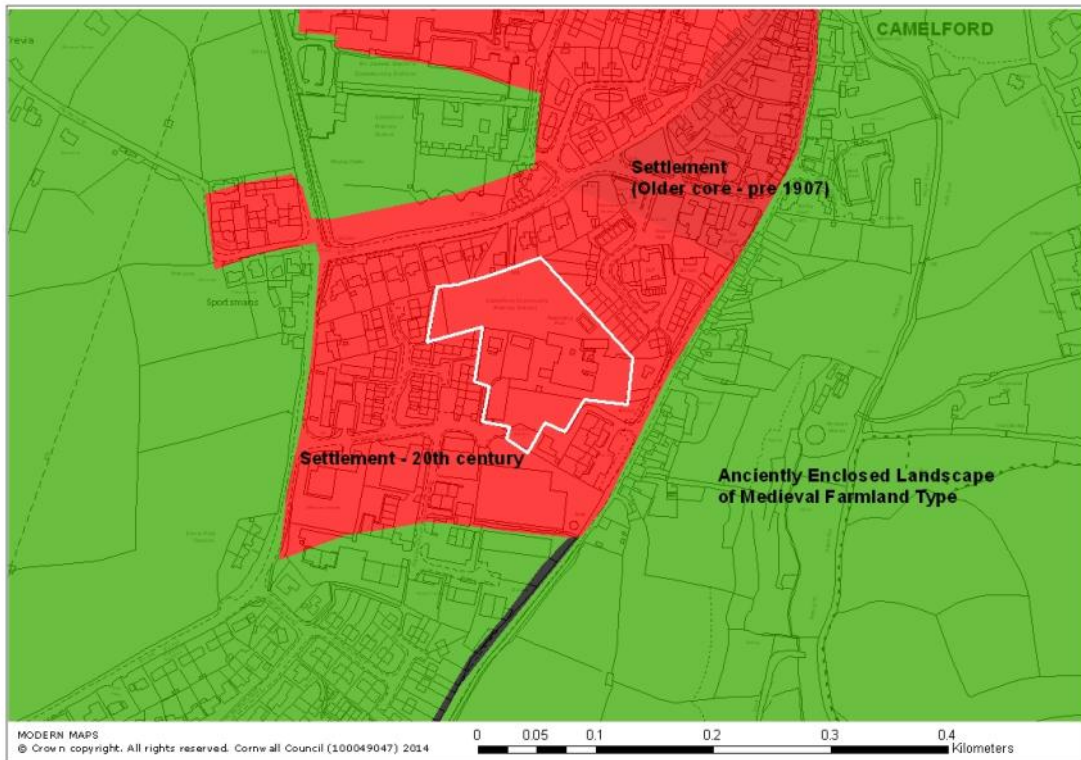


Fig 7 Ordnance Survey digital mapping showing Historic Landscape Characterisation (HLC).

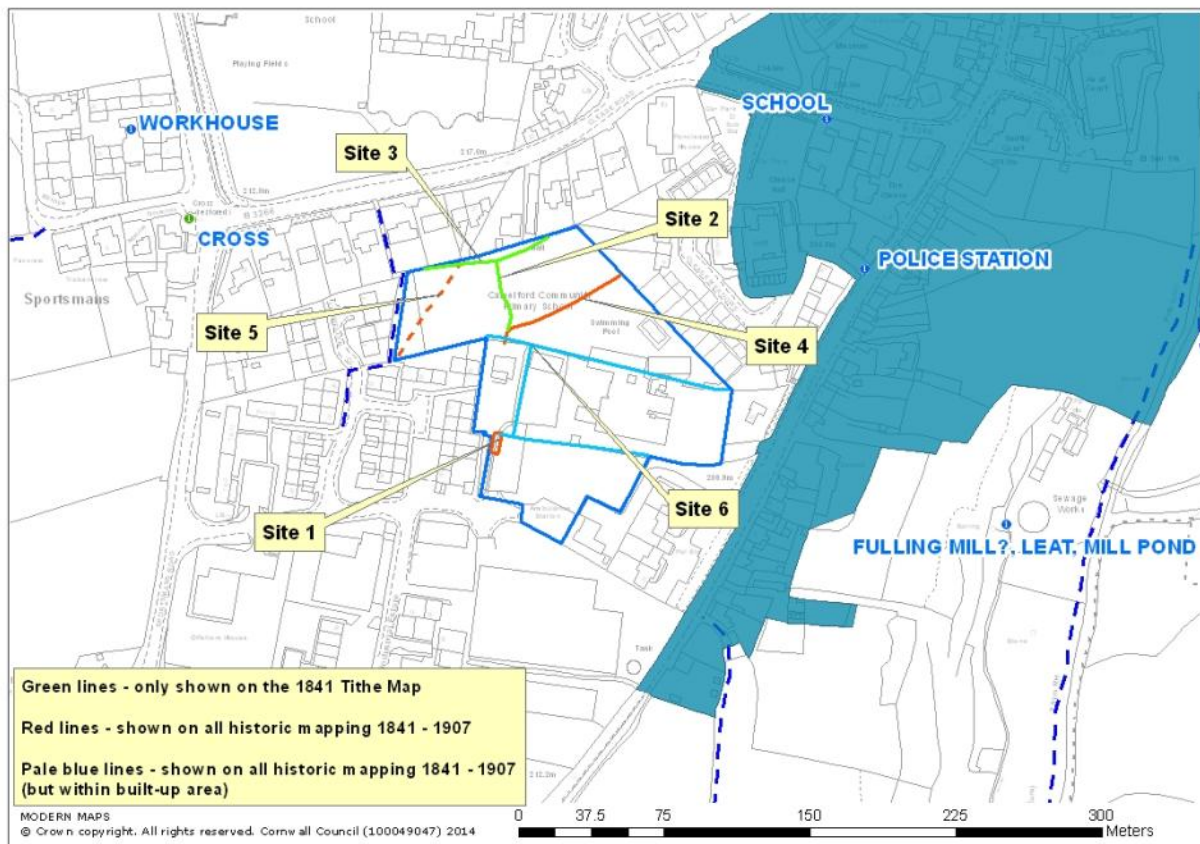


Fig 8 Ordnance Survey digital mapping (2014) showing the site, all HER sites (named in blue), public footpaths (dark blue dashed), Camelford Conservation Area (shaded) and sites identified by this assessment.

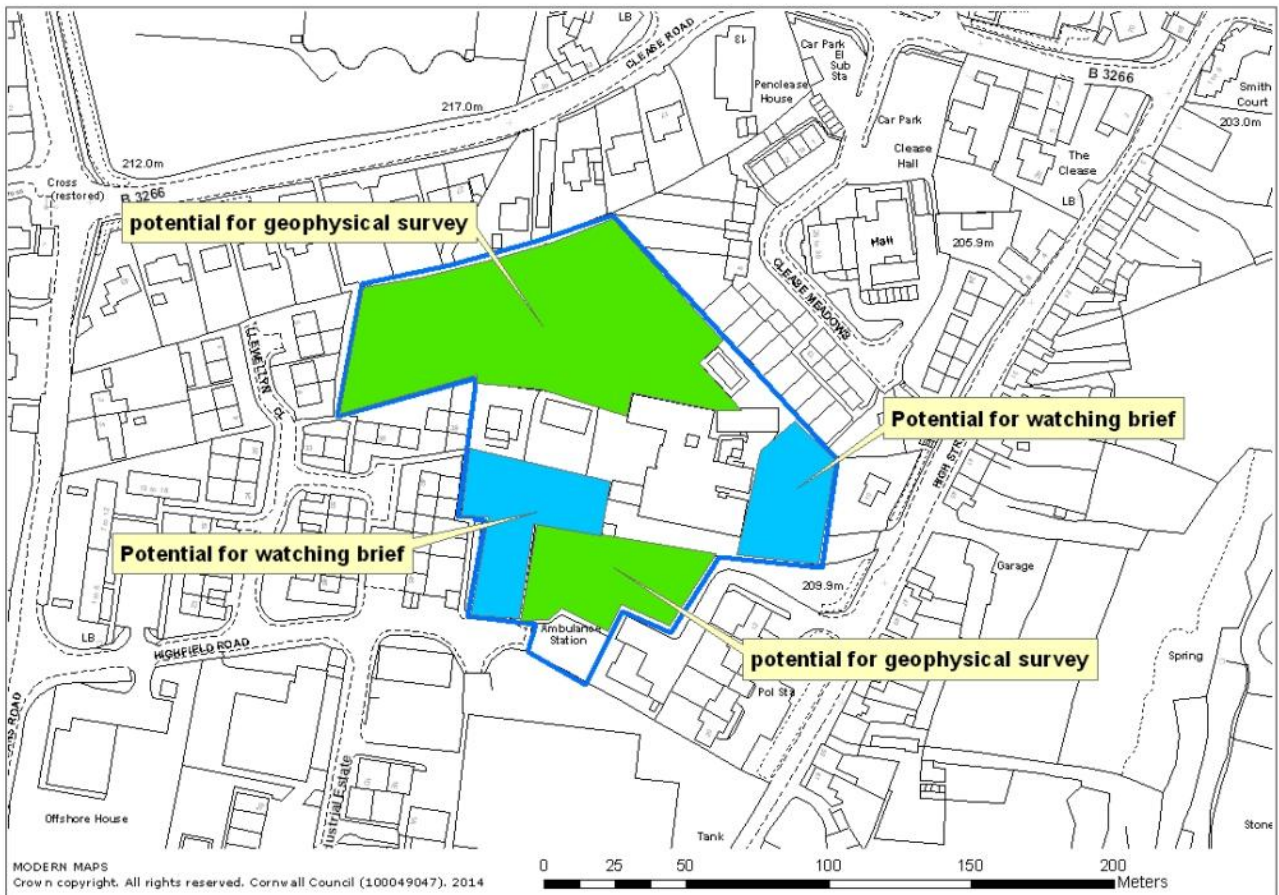


Fig 9 Ordnance Survey digital mapping (2014) showing the site and areas considered to have potential for further assessment work.



Fig 10 Aerial photograph (2005) showing the area of the site.

8 Site Inventory

See Figure 8 for plans and locations.

| Site no. | Site type | Easting | Westing | Period | Significance | Description / documentation |
|----------|--------------------|----------|---------|---------------|--------------|---|
| 1 | Field enclosure | SX 10283 | 83346 | ?Medieval | Local | The site of a small rectangular north to south aligned enclosure is shown on all historic mapping. The 1841 Tithe Map implies a possible structure within the enclosed area, although no mention of it is made in the Apportionments. In 1841 it is recorded as being in a field named 'Homer Church Park' which was used as a 'meadow'. This might suggest that any structure could have been a barn. The enclosure is not mapped after 1907. It may have associated below ground remains. |
| 2 | Removed boundary | SX 10287 | 83419 | Medieval | Local | The Tithe Map shows a slightly curved north to south aligned boundary. It was removed by 1880 and represents part of the former medieval field system in this area. In the 1840s it divided two 'Meadows' both known as 'Mowhay Meadow'. Its southern end links in with longer surviving Site 4. Below ground remains in the form of ditches may survive. |
| 3 | Altered boundary | SX 10285 | 83440 | Medieval | Local | The northern edge of the site is defined by a now near straight east to west aligned boundary. It is shown on the Tithe Map as having a distinct southern curve, which had been removed by 1880. Below ground remains in the form of ditches may survive. |
| 4 | Removed boundary | SX 10320 | 83415 | Medieval | Local | A now removed boundary which links with Site 2 and mirrors the former curvature of Site 3. Below ground remains in the form of ditches may survive. |
| 5 | Former footpath | SX 10249 | 83416 | Post-medieval | Non | A footpath shown on the 1880 and 1907 OS maps, but not on the previous 1841 Tithe Map. Today a modern footpath runs up the western edge of the study area. |
| 6 | Removed boundaries | SX103 | 833 | Medieval | Local | These three boundaries are all shown on the historic mapping. Modern divisions follow the same alignments. It is uncertain whether the original fabric of these boundaries survives. They possibly have ditched sub surface remains. |

9 References

9.1 Primary sources

Ordnance Survey, c1880. 25 Inch Map First Edition (licensed digital copy at CAU)

Ordnance Survey, c1907. 25 Inch Map Second Edition (licensed digital copy at CAU)

Ordnance Survey, 2007. Mastermap Digital Mapping

Tithe Map and Apportionment, c1840. Parish of Lanteglos by Camelford (licensed digital copy at CRO)

9.2 Publications

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

Gossip, J. & Jones, A.M. 2007. *Archaeological Investigations of a Later Prehistoric and a Romano-British Landscape at Tremough, Penryn, Cornwall*. Oxford: British Archaeological Reports, British Series 443.

Herring, P & Newell, K, 2005. *Cornwall and Scilly Urban Survey; Camelford*, HES, CCC (Report 2005R074)

Jones, A.M. & Taylor, S. 2010. *Scarcewater, Pannance, Cornwall, archaeological excavation of a Bronze Age and Roman landscape*. Oxford: British Archaeological Reports, British Series 516.

Taylor, S. R., 2009. *Sir James Smith's Community School, Camelford, Cornwall, Phase 1 Synthetic Pitch and Northern Fields*. HE, Truro (2010R020)

10 Project archive

The CAU project number is **146429**

The project's documentary, digital, photographic and drawn archive is maintained by Cornwall Archaeological Unit, Cornwall Council, Fal Building, County Hall, Treyew Road, Truro, TR1 3AY.

English Heritage/ADS OASIS online reference: cornwall2-192856

Appendix 1: Written Scheme of Investigation



Project proposal:

Former Camelford Primary School site, Cornwall

| | |
|------------------------------|--|
| Authors | |
| Derivation | |
| Origination date | 9 October 2014 |
| Revisers | |
| Date of last revision | |
| Version | Rev 01 |
| Status | Final |
| Summary of changes | |
| Circulation | Mr Samuel Harding |
| Required action | |
| File name/location | Environment\Projects\Sites\Sites C\Camelford former Primary School site assessment 2014 |
| Approval | |

Introduction

Cornwall Archaeological Unit (CAU) was requested by Mr Samuel Harding, on 2nd of August 2014 to provide a project design and cost schedule for a rapid desk top archaeological assessment of a proposal for a development of the site of the old Primary School at Camelford ahead of a planning application.

This proposal is based on information supplied by Mr Samuel Harding.

Background

The site that is the focus of this programme of archaeological assessment comprises an area within the core of Camelford, a historic settlement of medieval origin.

No documented sites fall within the development area, however, several post-medieval buildings are recorded in wider area by the Historic Environment Record and a large number of archaeological sites of prehistoric and Roman period date were found during excavations at Sir James Smith's Community School in 2008.

In light of its location there is the potential for prehistoric, medieval and post-medieval sites to survive within the project area and there is the scope for the survival of unrecorded buried archaeological remains and artefacts of all periods.

The programme of work comprises a desk-based assessment. The survey will enable a clearer understanding of the archaeological resource and allow informed recommendations for further stages of archaeological recording.

Objectives/scope of work

The purpose of the project is to undertake a desk based archaeological assessment of the project area, and to produce a report containing recommendations for appropriate further stages of archaeological recording

An entry to the OASIS/ADS-online record will also be made.

Method statement

All recording work will be undertaken according to the appropriate Institute for Archaeologists *Standards and Guidance*. 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 study

A desk-based assessment will be undertaken, based on:

- Published sources.
- Relevant archaeological reports
- Historic maps, including:
 - Early county maps (Norden, Gascoyne, Martyn, *circa* 1810 1st Edition OS 1:1760 mapping;
 - *Circa* 1840 Tithe Map;
 - The *circa* 1877 and 1907 1st and 2nd Editions of the Ordnance Survey 25" to a mile mapping;
 - The current OS MasterMap;
- Relevant GIS layers curated by Cornwall Council and Cornwall Archaeological Unit;
- Aerial photograph cover dating from 1946 to the present day, including transcripts of archaeological detail produced by the National Mapping Programme;
- The Cornwall and Scilly Historic Environment Record.

Report

A concise report will be produced summarising the results of the desk top assessment. The report will also include a brief gazetteer of identified sites/components. A statement of significance and recommendations for further archaeological recording will be included in the report.

The report will have the following contents:

- Summary: description of resource, importance, impact, initial recommendations.
- Introduction: background; objectives; methods; the area/geology.
- Description of the resource:
 - Historic character: note on the historic landscape character types.
 - Identified sites: general description of the resource.
 - Other archaeological potential.
- Assessment of importance:
 - Designations, policies and guidance; of the proposed development and the adjoining landscapes.
 - Other sites

- Recommendations, eg:
 - Further archaeological recording (eg, watching brief).
- CAU Archive
- References
- Appendices: Inventories of Sites.

Illustrations:

- General Location map.
- Detailed location map showing Historic Landscape Character types.
- Historic maps if appropriate (showing study area).
- Map showing zones of archaeological potential.
- Detailed colour A3 map showing location of gazetteer sites and adjacent features.

Gazetteer of sites

The sites should be numbered sequentially from the north to south.

Deliverables/outputs

Will include:

- The cataloguing of digital colour photographs.
- Completion of archive form and project record form.
- Completion of the English Heritage OASIS record (online access to archaeological investigations).
- A concise report (see above).

Cornwall Archaeological Unit

Cornwall Archaeological Unit is part of Cornwall Council. 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 manager who is a Member of the Institute for Archaeologists:

- 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.

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 the Council's *Statement of Safety Policy*.

Insurance

CAU is covered by Cornwall Council's Public and Employers Liability Insurance, with a policy value of £50m. The Council also has Professional Negligence insurance with a policy value of £10m.