



Spray View, Normandy Down St Mary's, Isles of Scilly Archaeological recording



Report No

2015R053

Report Name

Spray View, Normandy Down,
St Mary's, Isles of Scilly

Report Authors

Charles Johns and
Katharine Sawyer

Event Type

Watching brief

Client Organisation

Duchy of Cornwall

Client Contact

Adrian Smith

Monuments (MonUID)

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Fieldwork dates (From)
Date)

19/12/2013

(To)

13/7/2015

(Created By)

Charles Johns

(Create

08/09/2015

Location (postal address; or general location and parish)

Spray View, Normandy Down, St Mary's, Isles of Scilly

(Town - for urban sites)
(Postcode)

TR21 ONY

(Easting) X co-ord

SV 9292

(Northing) Y co-ord

1109



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1 Project background

In November 2013 Cornwall Archaeological Unit, Cornwall Council (CAU) were commissioned by Adrian Smith for the Duchy of Cornwall to undertake an archaeological watching brief during ground works for the redevelopment of Spray View, Normandy Down, Isles of Scilly (Fig 1). The watching brief was required to satisfy a planning condition (P-12-010) (Appendices 1 and 2).

Spray View is located at Ordnance Survey Grid Reference SV9292 1109 in a rural area on the east coast of St Mary's. The existing detached bungalow was constructed by a previous tenant in c 1950. It sits on the side of an incline with a shelter belt to its west, sea views to the south and east and the hill behind.

Within the curtilage of the property there are two concrete sheds that were once part of the post-war RAF Rotor VHF Fixer Station based at Deep Point (Bowden and Brodie 2011, 69). The sheds were retained and refurbished by the Duchy at the request of the Chief Planning Officer and the Conservation Officer for the Council of the Isles of Scilly and were not included in the archaeological watching brief (Duchy of Cornwall 2011).

The Cornwall and Scilly Historic Environment Record (HER) records that there are numerous archaeological sites in the vicinity of Spray View, including the adjacent Scheduled prehistoric entrance grave and a regular field system north-west of Porth Hellick Down. There are also three Scheduled entrance graves approximately 100m distant and a Scheduled cairn less than 40m away. In 1978 a prehistoric granite bowl-shaped quern, 0.4m by 0.6m and 0.2m thick and in good condition, was recorded in the garden of Spray View (HER MCO30886).

2 Aims and objectives

The site specific aims were to:

- Establish the presence/absence of archaeological remains
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site
- To provide further information on the archaeology of the Normandy Down area from any archaeological remains encountered

3 Working methods

The work was carried out according to the methodology set out in the Brief (Appendix 1) and the CAU Written Scheme of Investigation for archaeological recording (Appendix 2).

4 Results

The site was first visited on 10 December 2014 following demolition of the existing building. It is on a fairly gentle north-south slope and there were large amounts of demolition rubble and general rubbish across the site. An area of approximately 14m east-west and 9m north-south, on the footprint of the demolished building, was stripped by machine to a hard, level surface.

A rich brown topsoil, 0.05m deep, graded into a reddish-brown clayey subsoil, 0.08m deep, with patches of grey and yellow. Below this was a hard, gritty yellow-brown *ram* (natural granitic subsoil) with stones, some large, embedded in it. On the southern edge of the area being stripped a toothed bucket was used from a depth of 0.2m to remove the *ram* which was hard, orange-brown and rocky.

There were no archaeological structures, features, deposits or finds.

On 11 December 2014 the stripped area was extended by about 5m to the east and 1m to the south (giving a total area of 19m east-west and 10m north-south). Garden features, including a pond, were removed and similar stratigraphy was revealed. It was apparent that an underground carn (granite outcrop) runs north-south down the eastern side of the site.

There was nothing of archaeological significance but several small unworked pieces of white quartz (which were not retained) were found in the northern part of the new area.

The site was next visited on 30 January 2015 when a pit 6m square for the septic tank was dug to the east of the house site. There was a mat of bracken, other vegetation and peat, 0.2m deep, over the surface and below this a rich dark brown soil, 0.2m deep, with many roots and bracken rhizomes.

Below this was a pale soft grey clay about 0.15m deep and then a dark brown-orange gritty ram which continued to the base of the observed excavation at a depth of about 0.75m. An electricity cable, apparently associated with the nearby Second World War RAF buildings, was encountered at a depth of about 0.7m.

A trench 1.8m wide, about 15m long and about 0.7m deep was then dug to the north of the septic tank pit about 1m east of the drystone wall. There was a thin covering of topsoil over pale grey clay and then ram with some large boulders. A soakaway trench with the same stratigraphy was dug southwards from the south-east corner of the septic tank pit. It was 0.9m wide, about 10m long and excavation was observed to a depth of 0.7m to the top of the *ram*.

On 13 July 2015 a trench for ducting 0.6m wide and up to 0.45m deep was dug from east of the house eastwards to about 1.5m west of the boundary fence, northwards parallel with the fence to the west of the more northerly of the RAF buildings and then westwards about 1m inside the upper boundary fence to north of the midpoint of the house.

There was a thin covering of disturbed topsoil containing roots and modern rubbish, about 0.1m deep, over ram, mainly orange-brown in colour and gritty but with some paler, more clayey patches. Several large stones were encountered from a depth of 0.2m.

There were no archaeological structures, features, deposits or finds, but again several small, unworked pieces of white quartz noted but not retained.

5 Conclusion

Spray View is situated in an area of high archaeological potential but the results of the watching brief indicate that over the whole area the ground had been disturbed down the top of the ram during the course of earlier construction work on the site. The development therefore made no impact on the buried archaeological resource.

6 References

- Bowden, M, and Brodie, A, 2011. *Defending Scilly*, Swindon (English Heritage)
- Duchy of Cornwall, 2011. *Design and Access Statement for Spray View, St Mary's, Isles of Scilly*, St Mary's

7 Project archive

The CAU project number is **146392**

The project's documentary archive is deposited at the Isles of Scilly Museum, Church Street, St Mary's, TR21 0JT.

The digital archive is maintained by Cornwall Archaeological Unit, Cornwall Council, Fal Building, County Hall, Treyew Road, Truro, TR1 3AY.

Electronic data is stored in the following locations:

Project admin: \\Historic Environment\Projects\Sites\SCILLY\St Mary's\Spray View Watching Brief 146392

Digital photographs: \\Historic Environment (Images)\ St Mary's\Spray View Watching Brief 146392

English Heritage/ADS OASIS online reference: cornwall2-221475



Fig 1 Location map.

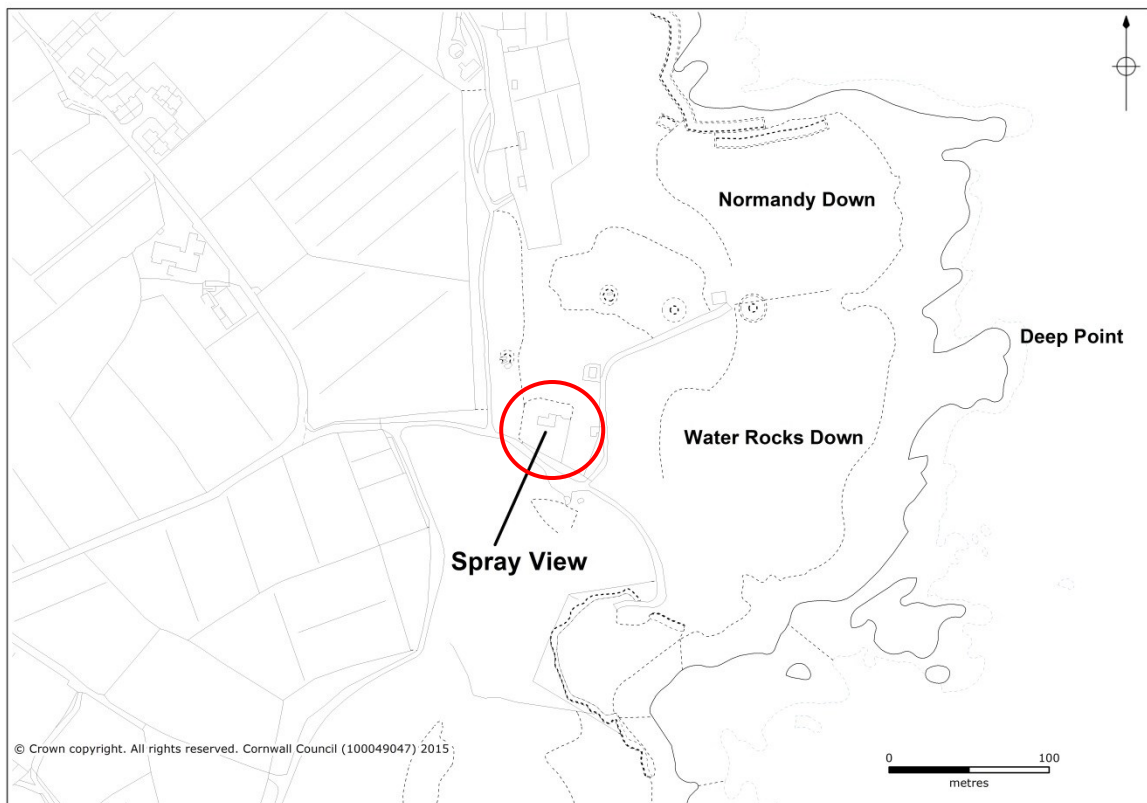


Fig 2 Ordnance Survey digital mapping showing the site and its environs (2015).

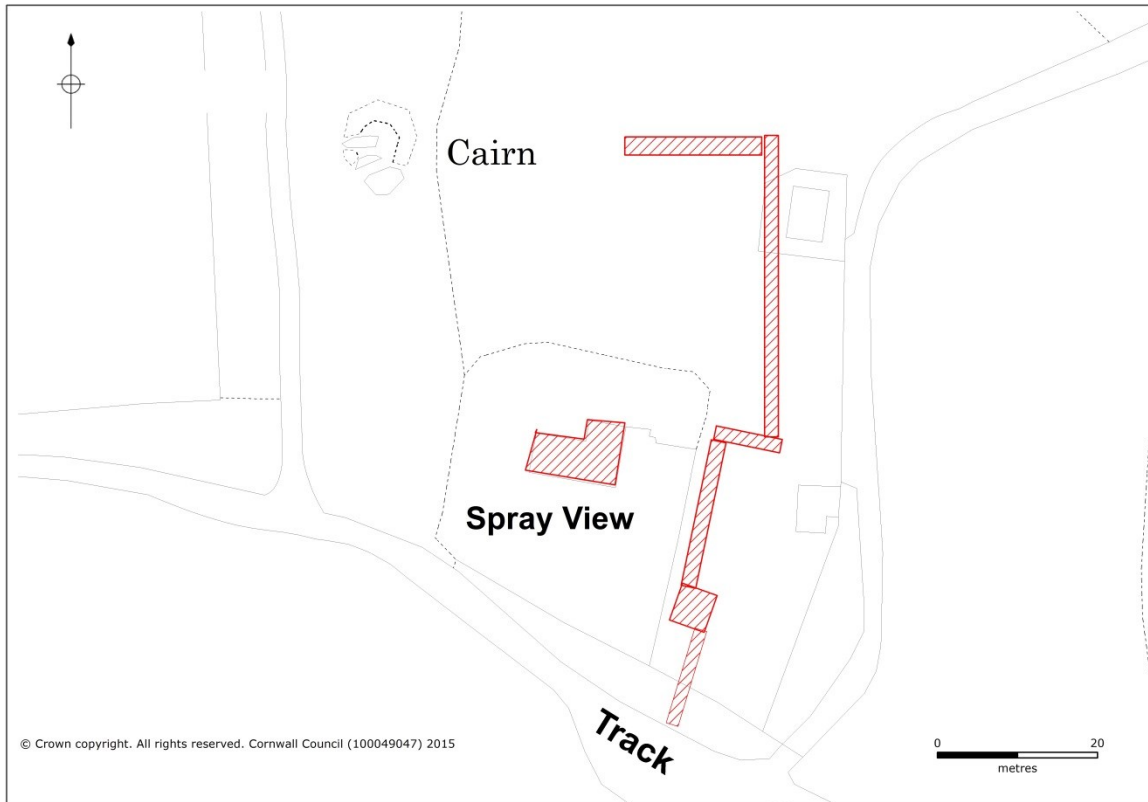


Fig 3 Areas observed during the watching brief hatched in red.



Fig 4 Septic tank pit, north section (photo: Katharine Sawyer).

Appendix 1: Brief for archaeological recording

BRIEF FOR ARCHAEOLOGICAL RECORDING

Date: 19th November 2013

Address: Spray View, Normandy Down, St Mary's, Isles of Scilly, TR21 0NY

Application: P-12-010

HBSMR: CCO4869

Applicant: Adrian Smith, Duchy of Cornwall, Hugh House, St Mary's, Isles of Scilly TR21 0LS t. 01720 422508 e. asmith@duchyofcornwall.org

Historic Environment Planning Advice Officer: Phil Markham, Cornwall Council, Historic Environment Service, Council Offices, Dolcoath Avenue, Camborne TR14 8SX t. 07973 813572 e. pmarkham@cornwall.gov.uk

Local Planning Authority Officer: Craig Dryden, Planning & Development Department, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly, TR21 0JD

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

Contractors Written Scheme of Investigation (WSI)

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

1 Introduction

- 1.1 This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at the above address to discharge condition 5 of planning application P-12-010.

2 Site Location and Description

- 2.1 Spray View is located at Ordnance Survey Grid Reference SV9292 1109 in a rural area in the East of St Mary's.

3 Planning Background

- 3.1 Planning application P-12-010 was submitted on the 16th January 2012 and was for the demolition of the existing single storey dwelling and construction of a new storey and a half dwelling. This application has been approved subject to 15 conditions. Condition 5 states:
- 3.2 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

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

3.4 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.

3.5 Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains.

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

4 Archaeological Background

4.1 The Cornwall and Scilly Historic Environment Record (HER) records that the proposed site has numerous archaeological records in the vicinity including the adjacent scheduled prehistoric entrance grave and regular field system north-west of Porth Hellick Down. There are also three scheduled entrance graves approximately 100m distant and a scheduled cairn less than 40m distant.

5 Requirement for Work

5.1 Ground works associated with the development may disturb buried archaeological remains. It is therefore important that a suitably qualified archaeologist(s) is/are present during these works in order to identify and record any features of interest.

5.2 The site specific aims are to:

- Establish the presence/absence of archaeological remains
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site
- To undertake palaeo-environmental investigation as appropriate
- To provide further information on the archaeology of the site from any archaeological remains encountered

6 General Methodology

- 6.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
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- 6.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 6.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 6.4 All of the latest Health and Safety guidelines shall be followed on site.
- 6.5 The IfA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.
- 6.6 Terminology will be consistent with the English Heritage Thesaurus.

7 Archaeological Recording Methodology

- 7.1 Prior to the commencement of on site works the archaeological contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth, where appropriate.
- 7.2 An archaeologist shall be present during all ground works associated with the development, unless circumstances dictate a different approach. A toothless ditching bucket can be used for the removal of any overburden until the first archaeological horizon is exposed. This will then be hand cleaned as appropriate.
- 7.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.
- 7.4 Details of how all archaeological contexts and artefacts will be excavated, surveyed, recovered and recorded shall be provided. The site will be tied into the national grid.
- 7.5 Details of the site planning policy shall be given in the WSI. The normal preferred policy for the scale of archaeological site plans is 1:20 and sections 1:10, unless circumstances indicate that other scales would be more appropriate.
- 7.6 The photographic record shall consist of prints in both black and white and colour together with the negatives. Digital photography may be used for report illustration. For both general and specific photographs, a photographic scale shall be included. In the case of detailed photographs it may be appropriate to include a north arrow. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

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

8 Finds

- 8.1 All finds, where appropriate, will be retained from each archaeological context excavated.
- 8.2 All finds, where appropriate, shall be washed.
- 8.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.
- 8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.
- 8.5 The requirements for conservation and storage shall be agreed with the Royal Cornwall Museum prior to the start of work, and confirmed in writing to the HEPAO.
- 8.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 8.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines, 2001/02).
- 8.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 8.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

9 Human Remains

- 9.1 Any human remains which are encountered must initially be left in situ and reported to the HEPAO and the appropriate authorities (the Coroner), where appropriate. If removal is necessary this must comply with the relevant Government regulations. If burials are encountered their legal status must be ascertained and recording and/or removal must comply with the legal guidelines.
- 9.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.
- 9.3 If human remains are to be removed this must be done with due reverence and in accordance to current best practice and legal requirements. The site must be adequately screened from public view. Once excavated human remains must not be exposed to public view.

10 Results

- 10.1 The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the archaeological contractor, Cornwall County Council Historic Environment Service and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 10.2 The archaeological contractor will undertake the English Heritage/ADS online access to the index of archaeological investigations (OASIS).
- 10.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 10.4 The report must contain:
- A concise non-technical summary of the project results.
 - The aims and methods adopted in the course of the investigation.
 - A discussion of the archaeological findings in terms of both the site specific aims and the desk based research.
 - A location map, a drawing showing those areas examined as part of the archaeological recording, and copies of any archaeological plans and sections. All plans shall be tied to the national grid.
 - All specialist reports and assessments.
 - A summary of the archive contents and date of deposition.
 - A context register with brief descriptions shall be included as an appendix.
 - A copy of the brief and the approved WSI will be included as an appendix.
- 10.5 A contingency shall be made within the costs for full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

11 Archive Deposition

- 11.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the Royal Cornwall Museum. Please check the accessioning and deposition information on the Royal Cornwall Museum website and fill in the 'Notification of Fieldwork' form. Once this has been accepted an accession number will be provided by the museum.
- <http://www.royalcornwallmuseum.org.uk/policies/>
- 11.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Cornwall County Record Office and with the Courtney Library of the Royal Institution of Cornwall.
- 11.3 The archive including a copy of the written report shall be deposited with the Royal Cornwall Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.

11.4 Where there is only a documentary archive this will be deposited with the Cornwall Record Office as well as the Courtney Library of the Royal Institution of Cornwall.

~~11.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.~~

11.6 A summary of the contents of the archive shall be supplied to the HEPAO.

11.7 Only on completion of 11.1 to 11.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

12 Monitoring

12.1 The HEPAO will monitor the work and should be kept regularly informed of progress.

12.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.

12.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

Appendix 1: Written Scheme of Investigation for archaeological recording

Spray View, Normandy Down St Mary's, WSI, Rev00, CI, 22/11/13

**Historic Environment Projects,
Cornwall Council**



Spray View, Normandy Down, St Mary's, Isles of Scilly: Written Scheme of Investigation for archaeological recording

Client: Duchy of Cornwall
Client contact: Adrian Smith
Client tel: 01720 422508
Client email: asmith@duchyofcornwall.org

Project background

Planning application P-12-010 was submitted on 16 January 2012 and was for the demolition of the existing single storey dwelling and construction of a new storey and a half dwelling. This application has been approved subject to 15 conditions. Condition 5 states:

The application has been approved subject to a number of conditions. Condition 7 states:

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 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.

Reason: The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains.

This Written Scheme of Investigation (WSI) for archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council

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Spray View, Normandy Down St Mary's, WSL, Rev00, CI, 22/11/13

(HE Projects) for the Duchy of Cornwall. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording site to discharge condition 5 of planning applications P-12-010 (Markham 2013).

Site location and description

Spray View is located at Ordnance Survey Grid Reference SV9292 1109 in a rural area on the east coast of St Mary's.

Archaeological background

The Cornwall and Scilly Historic Environment Record (HER) records that the proposed site has numerous archaeological records in the vicinity including the adjacent scheduled prehistoric entrance grave and regular field system north-west of Porth Hellick Down. There are also three scheduled entrance graves approximately 100m distant and a scheduled cairn less than 40m distant.

Aims and objectives

Archaeological recording

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, in order to identify and record any features of interest.

The site specific aims are to:

- Establish the presence/absence of archaeological remains
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site
- To provide further information on the archaeology of the Porthcressa area from any archaeological remains encountered

Working methods

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

Desk-based assessment

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

Archaeological recording

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances

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Spray View, Normandy Down St Mary's, WSI, Rev00, C3, 22/11/13

dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

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

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

Recording

- A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.
- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- All finds from significant stratified contexts will be accurately located on the location plan at an appropriate scale.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence. All contexts recorded will be recorded via the medium of HES pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.
- The excavated spoil will be carefully inspected for finds.

Site planning policy

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the prepared location map and to the national grid; all drawings will include standard information: site details, personnel, date, scale and north-point.
- Site plans will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

Photographic record

- The photographic record will 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 will be included.
- In the case of detailed photographs a north arrow will be included if appropriate.
- The photographic record will be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

Finds

- All finds will be retained from each archaeological context excavated.

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- All retained finds, where appropriate, will be washed.
- All pottery and other finds where appropriate, will be marked with the site code and context number.
- This WSI includes an agreed list of specialist consultants, who might be required to conserve and/or report on finds, and advise or report on other aspects of the project including environmental sampling.
- The requirements for conservation and storage will be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAC.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IFA 2001b).

Sampling

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by *Environmental Archaeology* (English Heritage 2011).
- Other English Heritage guidance will be consulted as appropriate including *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
 - Bulk sampling
 - Monolith sampling
 - Macro & Micro Flora Analysis (including pollen analysis)
 - Macro & Micro Fauna Analysis
 - Radiocarbon dating for artefact analysis

Human remains

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAC and the appropriate authorities. If removal is necessary this will comply with the relevant Government regulations. If burials are encountered their legal status will be ascertained and recording and/or removal will comply with the legal guidelines.

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

Archiving

During this phase the results of the fieldwork will be collated for archiving. This will involve the following tasks.

- Indexing of site drawings and photographs
- Processing and analysis of artefacts and environmental samples, if appropriate.

Spray View, Normandy Down St Mary's, WSI, Rev00, CJ, 22/11/13

Note: The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

Report production

A report will be produced which will describe the results of the desk-based study and the nature of the fieldwork undertaken, the circumstance and conditions under which it occurred and the results that were obtained. Production of the report will involve:

- Producing a descriptive text.
- Producing maps, scaled plans and section drawings.
- Selecting photographs.
- Report design.
- Report editing.
- Dissemination of the finished report.

The report will have the following contents:

- Summary
- Introduction - Background, aims, methods
- Results of archaeological - A concise non-technical summary of the results
- Discussion - A discussion of archaeological findings in terms of both the site specific aims and the desk based research
- Specialists' reports or assessments as appropriate
- Archive - A summary of archive contents and date of deposition
- Appendices - Copies of the Brief and WSI, context register
- Illustrations - Location map
 - Site location plan
 - A drawing showing those areas examined as part of the archaeological watching
 - Copies of relevant historical cartography & plans
 - Plan and section drawings resulting from the archaeological recording.
 - Finds drawings (if appropriate)
 - Illustrative photographs
 - Note: All plans will be tied to the national grid.

Contingency for analysis and publication

A contingency is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

Report dissemination

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and the

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Spray View, Normandy Down St Mary's, WSI, Rev00, CI, 22/11/13

Courtenay Library of the Royal Institution of Cornwall, River Street, Truro and national archive centres. A further digital copy shall be supplied on CD-ROM in 'Adobe Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record via OASIS and to the Planning Department of the Council of the Isles of Scilly.

Archive deposition

- An ordered and integrated site archive will be prepared in accordance with the *Management of Research Projects in the Historic Environment (MoRPHE)* (English Heritage 2006b) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

Monitoring and Signing Off Condition

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

Timetable

The study is anticipated to be commenced during November 2014.

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.

Project team

HE Projects

The project will be managed by Senior Archaeologist **Charlie Johns (BA, MIFA)**. As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco

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Playing Field watching brief for the Tresco Estate (Taylor and Johns forthcoming); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns et al 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008) and the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010 and 2011).

Current projects include the management of Lyonesse Project, a two-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns et al 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The fieldwork will be undertaken by HE Projects Archaeologist **Carl Thorpe BSc**. Carl has extensive experience of working in Scilly and of carrying out watching briefs, most recently during electricity pole replacement at Harry's Walls on St Mary's (Thorpe 2013).

He will also undertake initial finds processing, identification and cataloguing and has carried out similar work for Scillonian projects during the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher sword and mirror cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in Cornish Archaeology (forthcoming).

Specialists

John Allan MPhil – Medieval/post-medieval pottery specialist: John is the leading authority on medieval and post-medieval pottery in south- west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

Henrietta Quinnell BA, MIFA, FSA - Prehistoric, Roman, post-Roman pottery: Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

Julie Jones BA – Archaeobotanist: An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

Dana Challinor MA, MSc – Freelance Charcoal Specialist: Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

Ralph Fyfe, PhD, Palynologist: Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

Laura Ratcliffe-Conservationist, BSc, The Royal Cornwall Museum, Truro:

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Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She is currently based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

SUERC Radiocarbon Dating Laboratory: Samples for radiocarbon dating will be sent to the Scottish Universities Environmental Research Centre.

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 100 projects each year.

HE is committed to conserving and enhancing the distinctiveness of the historic environment and heritage of Cornwall and the Isles of Scilly by providing clients with a number of services including:

- Conservation works to sites and monuments
- Conservation surveys and management plans
- Historic landscape characterisation
- Town surveys for conservation and regeneration
- Historic building surveys and analysis
- Maritime and coastal zone assessments
- Air photo mapping
- Excavations and watching briefs
- Assessments and evaluations
- Post-excavation analysis and publication
- Outreach: exhibitions, publication, presentations

Standards



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

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

Terms and conditions

Contract

HE Projects is part of Historic Environment, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

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The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

Project staff

The project will be managed by Charlie Johns 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.

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

As part of Cornwall Council, HE Projects follows the Council's *Statement of Safety Policy*.

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

Insurance

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

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Charles Johns

Senior Archaeologist

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