



Cubert Vicarage – western outhouse, Cornwall
Archaeological Watching Brief

Cornwall Archaeological Unit

Report No: 2016R016

Report No

2016R016

Report Name

Cubert Vicarage - western
outhouse

Report Author

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Event Type

Archaeological Watching Brief

Client Organisation

CSA Architects

Client Contact

Louisa Meek

Monuments (MonUID)

Grade II Listed Building (LB ref. 1141575)

Fieldwork dates (From)

01/02/2016

(To)

05/02/2016

(Created By)

Anna Lawson-Jones

(Create Date)

March 2016

Location (postal address; or general location and parish)

The Vicarage, Churchtown, Cubert, Newquay, Cornwall

(Town - for urban sites)

Newquay

(Postcode)

TR8 5HA

(Easting) X co-ord

SW 78645

(Northing) Y co-ord

57811



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List of Figures

Fig 1 Map showing the location of Cubert Vicarage in relation to the village. The yellow colouring denotes Listed Building status.

Fig 2 Location of the western outhouse within the larger vicarage complex, on a plan showing the chronological development of the vicarage (adapted from Parkes 2015).

Fig 3 Annotated plan of the outhouse, showing the existent trial pit location, hand excavated foul water trench, all features uncovered following the removal of the compacted floor and other structural detail such as door positions and removed walling. The large N, E, S and W are referred to in the text for ease, although the true north is shown by arrow above.

Fig 4 Top – Showing the brick defined door entrance in the southern wall. Above and left – looking south and north along the two westernmost timber joists. Note the overlying remnant wooden floor in the north-western corner of the room.

Fig 5 Top – Looking west at the notably large foundation stones supporting the wall in the north western corner of the room. Middle – looking north towards the remnant wooden flooring, showing loose animal disturbance beneath it. Bottom – looking south towards the former trial pit, showing the probable pillar-base stone.

Fig 6 Top – Looking west across the excavated floor level showing the western wall base. Note the roots extending in from outside. Middle – Looking north in to the former stable showing the exposed wall masonry and concrete flooring prior to the trench excavation. Above left- the internal excavated pipe trench. Above right – the excavation of the external trench in progress.

Fig 7 Top left and right - Looking at the exposed roof timbers, showing frequent phases of repair. Middle – View of the south wall showing phasing within the exposed cob walling, a former roof line and the later ceiling supports cutting in to it. Right – looking east at the exposed cob walling against the stone vicarage wall (clearly showing an earlier lower roof line).

1 Project background

Cornwall Archaeological Unit (CAU) was commissioned by Louisa Meek of CSA Architects, on behalf of the owner of the building, to undertake an archaeological watching brief at Cubert Vicarage, a Grade II Listed Building (LB ref. 1141575). Cubert village is located at SW 78645 57811, to the south of Newquay and east of Penhale Point, close to Penhale Sands. The vicarage is positioned in the eastern central part of the village (Fig 1) forming part of the original village core, and is positioned close to the Grade I Listed church.

Previous archaeological assessment and targeted investigative work (Parkes 2015), revealed that the vicarage is mid 17th century or earlier in origin and that there was the potential for archaeological remains to be uncovered during the site's development.

The site works involved the reduction of the western outhouse floor level by 0.3m (Fig 2) and the excavation of an approximate 0.5m wide by 0.5m deep drain.

The excavation work was carried out by hand, by two ground works men. All deposits removed and/or exposed were monitored and recorded by the site archaeologist.

The results are presented in this short report, discharging Planning Condition PA15/11145, condition 3 of which states:

'The condition will be fully discharged when the works have been completed in accordance with the Written Scheme of Investigation and the findings have been reported to the Cornwall Record Office. Please send a copy of the record to the Local Planning Authority for our records.'

2 Aims and objectives

The main aims of the archaeological watching brief, as stipulated within the Written Scheme of Investigation (Parkes, 04/01/2016 – Appendix 1), were as follows:

- The recording of any structural or archaeological features layers or deposits exposed or disturbed during groundworks.
- The recovery of any significant artefacts disturbed during the watching brief.

Note: Sampling of disturbed contexts in order to recover environmental and dating information was not required.

3 Working methods

Archaeological Recording

Groundworks were undertaken by the site contractor and carried out under archaeological supervision. All excavation was carried out by hand.

- An annotated site plan was made at a scale of 1:20. This recorded all relevant information.
- Numerous digital colour photographs were taken to record the progress of works. Many of these include a 1m scale.
- Additional notes were made with reference to changing rooflines, which were fossilised within the upper floor (internal) walling as cob gable ends.

Treatment of finds

- No diagnostically pre-1800 artefacts were found. However, some of the animal bones collected may be of an earlier post-medieval date.
- Post 1800 and modern finds were noted and/or collected, catalogued and then discarded following identification.

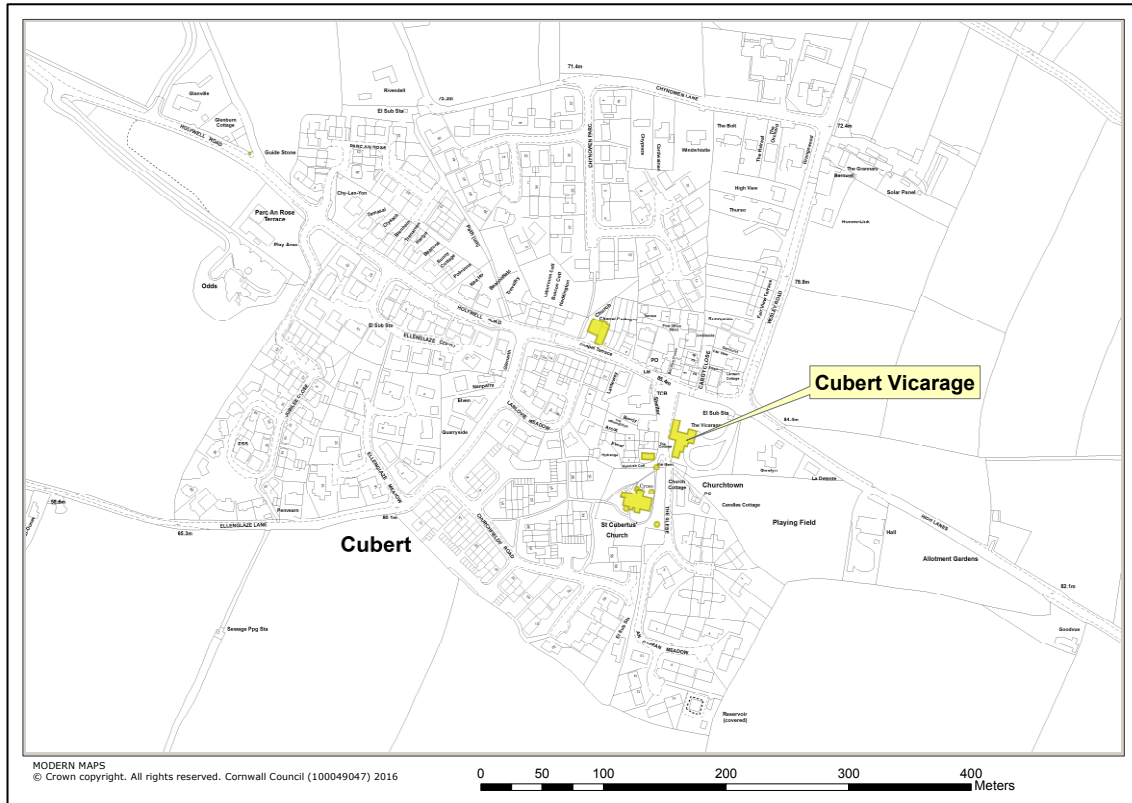


Fig 1 Map showing the location of Cubert Vicarage in relation to the village. The yellow colouring denotes Listed Building status.

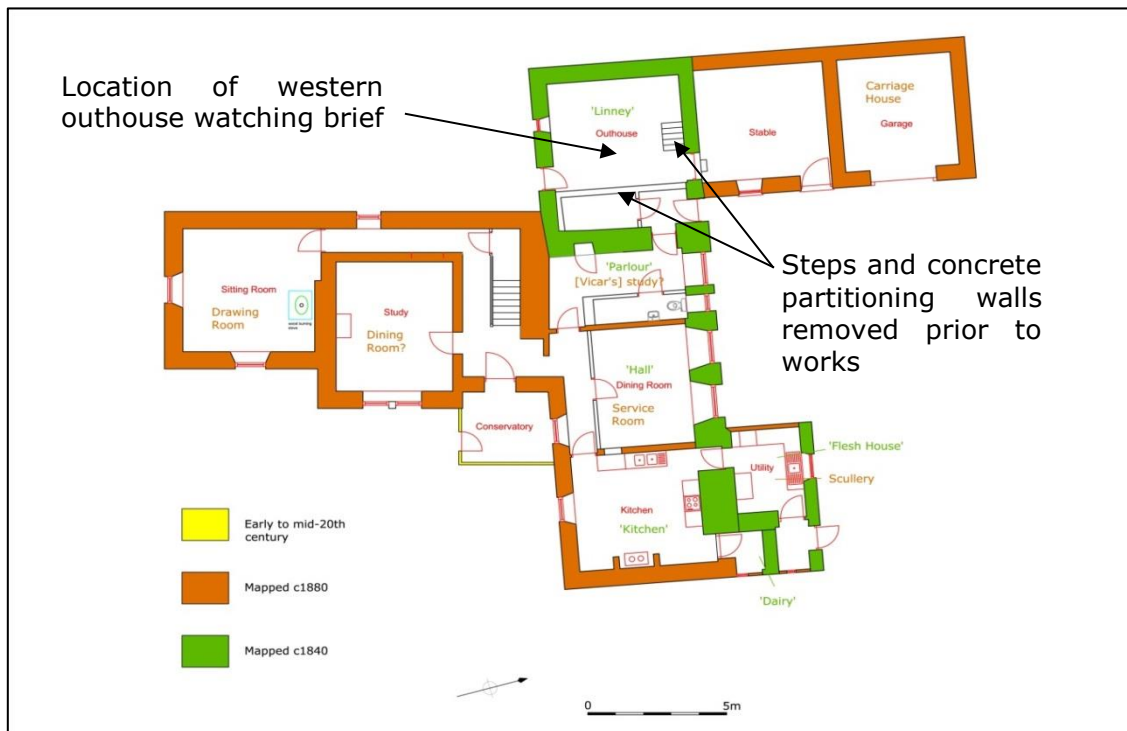


Fig 2 Location of the western outhouse within the larger vicarage complex, on a plan showing the chronological development of the vicarage (adapted from Parkes 2015).

4 Results

Site background

The watching brief took place within what was formerly used as a linney or linhay (a lean-to structure housing livestock at ground level with hay above), located within the pre-1840 part of the vicarage (Fig 2). Parkes (2015, 9) identified the linney as dating to 1727 (and possibly as early as 1680), and as originally having been open fronted (pre-1850). The building was subsequently expanded and used as an outhouse following the post 1840 expansion of the vicarage (mapped in the 1880s). The construction of a stable, (attached to the northern side of the outhouse) and carriage house beyond resulted in the outhouse being used as a harness/tack room (Parkes 2015, 5) and probable food store, prior to its return to use as a multipurpose outhouse and store, with more recent concrete partitioning and lowering of the floor level in the eastern part of the building.

Much of the stone for the construction of the walls almost certainly came from the former medieval/post-medieval Cubert Quarry (site MCO32808), located just 215m to the west at Ellenglaze Court.

The stable floor was more than 0.3m lower than that of the outhouse. It had an uneven cobbled floor and a linear surface drain defined by cobbling. The cobbles were set within a hard lime-rich earthen surface (different to the prepared earthen floor recorded in the western outhouse, but probably contemporary).

The ground floor of the outhouse was defined by stone walls, and measured 5.7m by 4.3m internally, with the longest axis running approximately east to west. The ground floor walls contained four door openings: one in the south wall facing towards the village (plus a single window to its west); one in the eastern wall opening into the main house; and two in the northern wall, the western one dropping down in to the stable (see upper middle Fig 6), and the eastern one opening onto a garden path running along the outside of the former stable and carriage house.

Prior to the watching brief taking place, the steps up in to the roof space or upper floor had been removed (see Fig 2), and the upper floor level had almost entirely gone, as had the thin, modern concrete block partition walling in the eastern side of the room (the concrete floor remained), the stored materials and the remnant failed timber floor - all referred to in the earlier archaeological recording (see Parkes 2015). The front cover photograph shows the site as it appeared at the start of the watching brief.

Projecting from the western wall were two wrought iron pins, which acted as blunt ended hooks for the holding of equipment associated with equestrian and/or grounds maintenance. A further pin, plus three long hand forged iron nails were found loose in the surface floor debris above the earthen floor (1), probably representing former wall attachments.

The watching brief recorded the removal of compacted floor surface (1) from the western outhouse (Fig 2) down to a 0.3m depth. Note: the south-western corner was found to be markedly damper than elsewhere, possibly reflecting failed external guttering? The watching brief also recorded the excavation of a single internal drainage trench.

A small number of features were identified, including contexts (1) to (7) which are shown on Figure 3.

A series of photographs at the back of this report record the progress of the works and the character of the various features identified (Figs 4-7).

The following text describes and discusses all the main elements recorded during the watching brief.

Remnant wooden flooring

Prior to the start of the watching brief, the failed floor of closely spaced wooden floorboards had been removed. Only a single board was left *in situ*, clinging to the northern wall in the north-western corner of the room (see lower Fig 4 and upper and middle Fig 5). The floorboards ran approximately east to west, supported by north to south running timber joists. The joists were located within hand cut slots, which had been cut into lower compacted floor surface (1), at approximate 0.4m-0.5m intervals. Their former positions are marked on Figure 3, and their appearance recorded photographically (middle and lower Fig 4).

The original planked floor would have been approximately 0.4m higher than the concrete floor level in the east part of the building, with the wooden floor in effect up to 0.1m above the top of the earth floor. The wooden floor belonged to the final use of the building, prior to the current redevelopment of the site, and should be seen as contemporary with both the former steps/stairs located on the northern side of the room, and the roofline at the time of survey (see below).

The wooden floor would originally have protected much of the surface of floor (1), with the exception of the damage caused by the joist settings. It also preserved various materials contemporary with the use of the floor, including fragmented, animal gnawed newspaper sheets (one of which was dated to 1963), a number of soft, age discoloured cigarette packets of post 1925 date (Senior Service brand), plus occasional small items of metalwork, including a manhole key, numerous screws and nails and broken window glass.

Compacted 'earthen' floor surface (1)

The compacted surface identified beneath the failed floor boards consisted of ash, lime, clay, sand, crushed quartz and burnt killas (mudstone). It averaged 0.05-0.08m thick, increasing to 0.15m in some places. Its lower surface directly overlay patchy remnant layer (3), and parts of exposed bedrock (7) and clay (4). The upper surface of the made floor was smooth and fine grained, consisting of what appeared to be an upper wash of lime-treated clay (possibly mixed with ash). The result was a resilient, cheap to produce, entirely locally sourced floor, traditionally termed an 'earth' floor. This type of floor surface, if kept dry, can have a long life, and has the advantage of being easily repairable. A single patch of repair was noted in the south-western corner, suggesting a possible ongoing problem with damp. In addition a red brick surround was incorporated around the southern doorway. The bricks appeared to have been cut through (1) and then re-sealed by well disguised repairs to the flooring (upper Fig 4). This brick threshold has now been removed.

Located close to the stable door, at a point where the door would have been held open at its widest, the prepared surface had a 0.025m diameter, 0.02m deep door jamb hole, designed to house a downward running bolt from the door. The floor in addition contained parallel running, 0.2m wide slots for the floor joists originally supporting the upper wooden floor (referred to above).

The finds sealed beneath this surface, within contexts (3), (5) and the top of (4) would suggest an approximate 1850 to 1870 date for its creation, post-dating the open-fronted character of the ground floor building prior to the laying of the floor (pre 1850 - see Parkes 2015, 9).

Animal disturbance (2)

Located in the north-eastern corner, beneath the wooden floor boarding, was an area of intensely hard bedrock with an indented, pitted surface filled with loose silty loam and small animal bones, including three large rodent jaw bones. This context ran up to and at least partly beneath the north-western corner walling, suggesting that it may have extended beyond the internal area of the building. The burrowed disturbance covered an amorphous 1m wide by 1m long and up to 0.15m deep area, and appeared to relate to 20th century burrowing beneath the wooden floor. The burrowing cut in to and

partially removed earthen floor (1), some of the concentration of newspaper and card debris in this half of the room resulted from rodent activity.

Note: the bones in this deposit were different in character to those identified in layer (3) in terms of both animal size and species and most markedly because they had not been cooked. They appeared rodent-like in size and character, but may have included rabbit.

Bone-rich midden deposit (3)

Remnant deposits located beneath compacted floor level (1) but above (7) were noted as patchy but bone-rich. Thirty-nine different animal bones were collected, representing approximately half of the total seen. The majority belonged to domesticated cattle, sheep and possibly pig, seven of them clearly showing butchery cuts (predominantly on long bones). The majority of the remaining bones were ribs. Other bones included a combination of rabbit, larger bird (perhaps goose or turkey) and a single large fish vertebra.

The bones suggest kitchen midden material, probably associated with the vicarage kitchen and 'flesh house' located at the eastern end of the building (as shown on Fig 2). The 'flesh house' was documented in 1680 (Parkes 2015, 13). Interestingly, no other kitchen waste, such as domestic earthenware or glass and china, was noted, although occasional slate fragments and a single hand forged nail were found.

This context represents what appears to be the oldest deposit encountered, and although not datable on the basis of finds alone, probably relates to the early domestic use of the wider building. The watching brief did not categorically identify it as a pre-building deposit, as there was no clear evidence for it extending beyond the confines of the walls. However, it is most unlikely that the range and quantity of bones, most of which were clearly cooked and either large and/or butchered, would have been stored inside. Redeposited layer (4) post-dates this deposit.

Redeposited silty clay (4)

Located along the southern side of the room, beneath (1) and (5) was an area of dry grey-brown silty clay and occasional roof slate, which appeared to represent redeposited infill following marked erosion, associated with the use of the building as an open fronted linney or animal house. It overlay livestock smoothed bedrock, identified at the base of the original trial pit by Parkes (2015), but not seen during this phase of works (since the level required by the developers was higher than that reached in the trial pit). It also post-dated midden deposit (3).

In the damper south-western corner of the building, this redeposited fill retained its former pale orange-brown colour. In this corner, and along the southern edge of the wall plant roots have encroached from outside.

The roof slates probably represent the residue from an early phase of roofing, perhaps that associated with the earlier of the two cob walled gable ends visible in the roof space (see below). Some of the slates included nail holes. One slate was complete, measuring 0.18m by 0.1m by 0.12m and was markedly thick (0.15m). Other pieces were probably fragments from larger sized, but thinner slates. It is probable that the slate fragments were part of a traditional graduated scantle slate roof, or perhaps different phases of roofing. It is possible that the material was introduced from elsewhere on the site as a part of the major remodelling shown on Figure 2.

Note: none of the slates matched the vicarage's current large, fine Delabole slate roof (which was in the process of being repaired and replaced during the watching brief).

Pit-like scoop (5)

In the area of the original trial pit, the redeposited silty clay (4) merged into (5). Context (5) was more loamy and mixed than (4). Finds included slate fragments, part of a large brown earthen ware casserole dish of mid 19th century date, part of a

probable bed warmer, an ornate piece of thick blue glass, a piece of greenish discoloured possible window glass, part of a probable ink well and a large butchered animal rib with three equally spaced rivet holes on one side suggesting possible use as an implement handle.

The edges of this deposit were very unclear, giving more the impression of a scoop than a deliberately cut pit. It measured 1.7m by 0.9m and 0.22m deep. It extended south beyond the wall base.

It is probable that the fill represents levelling of the ground surface immediately prior to the laying of earthen floor (1), but post-dating (4). The feature extended beyond the wall, and so pre-dates the building as it now stands. The fill within the scoop appeared to merge with the shallow disturbance identified by Parkes (2015, 6) as running alongside the wall.

Associated with this deposit was a large basal stone forming part of the foundation for the southern wall. Its position and size suggests that it could have been an original pillar-base, supporting the cob-built upper floor referred to in historic documentation (Parkes 2015, 10). It was partly seen in the original trial pit, but more fully exposed during the watching brief. It can be seen to the left of the scale in lower Figure 5, and is marked on Figure 3. The stone lies at what would have been the foot of the gable end shown in middle Figure 7.

The base of the scoop and the stone was not fully exposed since the level required by the contractors was just above it. Probing with a trowel showed the stone base recorded by Parkes to be only a couple of centimetres below that revealed during the watching brief.

Wall foundations (6)

Wall foundations, where revealed by the removal of the 0.3m depth of ground level, were minimal. Large stone blocks located along the base of the north-western corner of the wall (see Fig 5 top and middle) were visible in the lowest external course of walling. All of these larger stones had been deliberately placed; none were *in-situ* blocks of bedrock.

No clear evidence for compressed topsoil was visible around the periphery of the room beneath the walling, suggesting that the topsoil was largely removed prior to the construction of the walls. No evidence for a foundation trench was found, although some minimal disturbance was noted along parts of the wall base (for example along parts of the southern wall) and there was no evidence for early internal drainage associated with the building's early use as a linney (such as gulying or even a French drain).

Contexts (2) and (5) did appear to extend beneath the walling (see above). Context (2) probably extended beneath the wall as animal tunnelling. Very loose fill was noted along parts of the remnant wood floor (middle Fig 5), while context (5) may represent pre-wall surface erosion in the form of a scoop, possibly associated with the building's use as an open sided structure (see above).

It was clear that the walls consisted of a single large stone width at base, although smaller stones forming the main build of the wall were at least two thick (see upper middle Fig 6 section of wall with plaster coating removed). The stone was generally not shaped or cut, and was probably locally sourced. An exception can just be seen in the middle Figure 7 photograph, where shaped cornice stones run up from the cob gable end. Large basal stones were geologically different from the main body of the walls – reflecting a potential different source.

Differential underlying geology (7)

The bedrock is shown (British Geological Survey data) as Undifferentiated Lower Devonian Mudstone, Siltstone and Sandstone. This undifferentiated often slatey

bedrock is locally termed killas. Where decayed it decomposes in to thick deposits of platy clay.

The natural geology varied across the exposed ground surface, with the northern three quarters of the floor space consisting of contorted, sometimes near vertically laid killas. This was frequently very hard and /or sharp and often densely packed, but with looser silt-like patches. The southern side of the floor consisted of a softer, markedly less stony silty clay. This is in keeping with the naturally fissured quality of the geology.

Drainage trench

A single internal drainage trench was hand dug. It was designed for the removal of foul water following the completion of building works.

The trench extended from the centre of the building north-eastwards, running beneath the north-eastern outside door. It joined the already excavated external length of trench (middle Fig 6), which linked in to the main house drainage system (lower Fig 6). The concrete floor surface associated with the demolished concrete partition walling in the eastern side of the building was removed along the line of the trench (see Fig 3).

The trench internally measured 3.9m long, 0.5m-0.7m wide and 0.5m deep (from the reduced ground level). It cut through undifferentiated, contorted killas bedrock. No finds were found and no deposits were disturbed.

Changing historic rooflines

When the watching brief was undertaken the previous first floor and associated wooden stair access had been removed, with the result that the former roof space was more clearly visible than when the initial trial pit was excavated. It clearly revealed a number of different roof lines.

Fossilised within the eastern part of the southern wall was a cob walled gable end reflecting a small roof space above a probable single roomed ground floor (see middle photograph Fig 7). This photograph also shows the extension upwards of cornice stones, reflecting phases of re-modelling (discussed fully in Parkes 2015).

A higher and more substantial roof line was visible in the eastern wall, against the main vicarage building (see lower photograph, Fig 7). This again was visible as a cob built gable end, and reflected a more substantial structure with a notably larger attic or first floor space, plus a change in the roof alignment from north to south to east to west.

The roof, at the time this record was made, was clearly in need of substantial repair. Internally it showed many patched slate and timber support repairs and alterations (see upper two photographs of Fig 7). It also represents the last and highest of the roofs at this end of the vicarage. Internally, changes in the roofing can be summarised as a series of structural enlargements, extending both out to the west and upwards. Externally the leaky state of the outhouse roof was not easily identifiable (see lower middle Fig 6, which clearly shows the outhouse as having a different roofline to both the taller main vicarage and the slightly shorter, differently aligned stable block).

5 Comment

This report records the history of the western outhouse, as revealed by the removal of the floor level by 0.3m to below the natural geology.

The following chronology has been identified, from top (latest) to bottom:

- Wooden floor – (post 1900)
- (2) Animal activity
- (1) Earthen floor – (1850 to 1870 – postdating the current outhouse walling)
- (6) Outhouse walls - (in their current position - pre 1840)
- (5) Pit-like scoop - (with possible stone pillar support)
- (4) Redeposited silty clay - (including earlier slate roof debris)

- (3) Former kitchen midden deposit – (bone-rich and with the potential to date back to the 17th century – see the 1680 reference to a flesh house in Parkes 2015, 13)
- (7) Bedrock - (variable)

Potential dates have been applied according to associated finds, and/or documented and mapped information (Parkes 2015).

Previously identified elements (Parkes 2015) have been confirmed and added to, including the fuller identification of a possible pillar base dating to an open-sided phase of the building in the southern wall.

A previously unknown bone midden deposit, potentially pre-dating any structures in this immediate part of the site has been identified. It has the potential to date back to the 1600s - identified as the earliest documented evidence for structural activity at the site (Parkes 2015, 13).

6 References

6.1 Primary Sources

Ordnance Survey, 2007. *Mastermap Digital Mapping*

6.2 Reports

Parkes, C, 2015. *Cubert Vicarage, Cornwall; Archaeological recording of investigative works*, Report number 2015R058, Cornwall Archaeological Unit, Cornwall Council: Truro

7 Project archive

The CAU project number is **146554**

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.

Electronic data is stored in the following locations:

Project admin: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites C\Cubert Vicarage WB 2016

Digital photographs: R:\Historic Environment (Images)\SITES.A-D\Cubert Vicarage WB 2016

Historic England/ADS OASIS online reference: cornwall2-245570

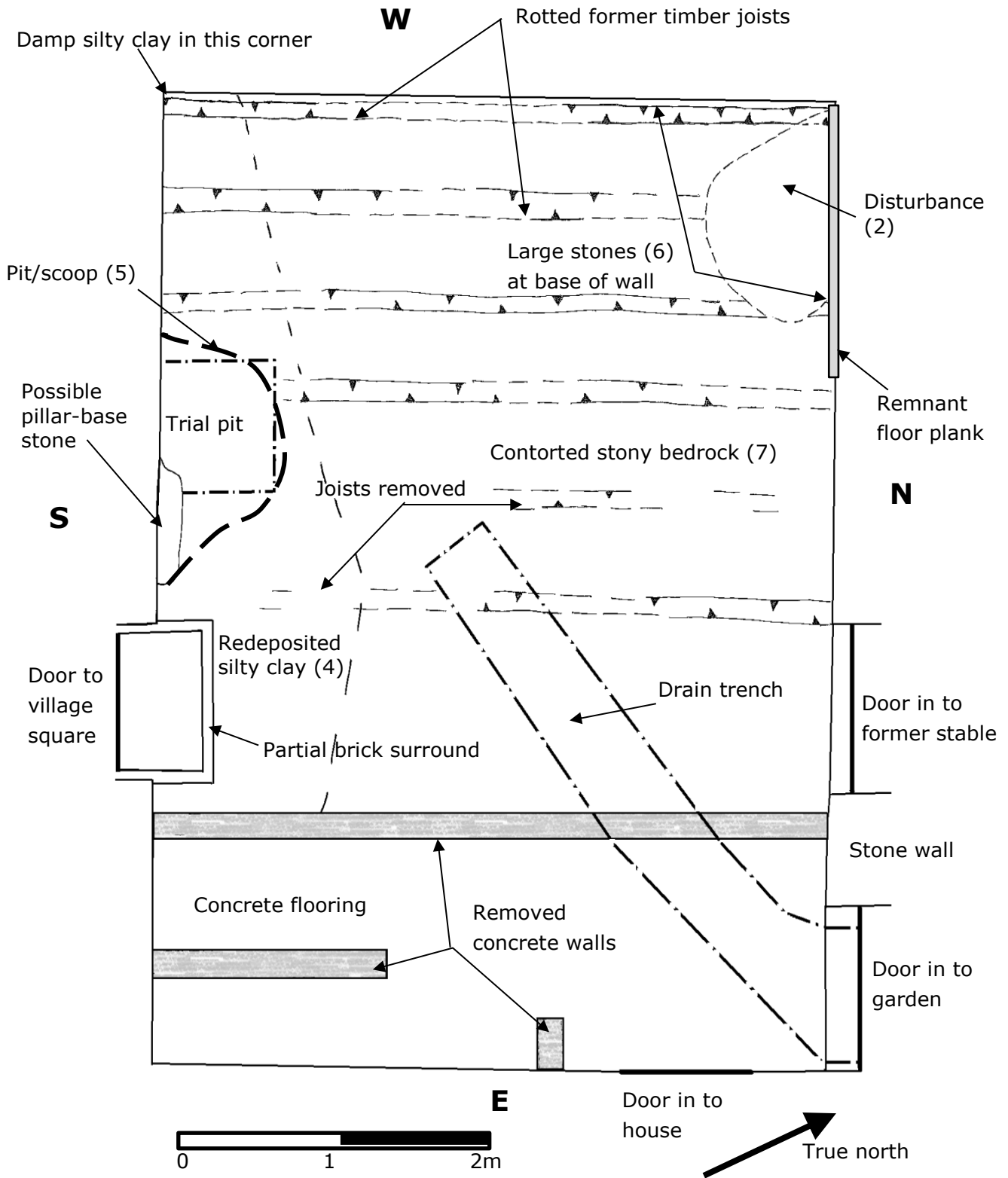


Fig 3 Annotated plan of the outhouse, showing the existent trial pit location, hand excavated foul water trench, all features uncovered following the removal of the compacted floor and other structural detail such as door positions and removed walling. The large N, E, S and W are referred to in the text for ease, although the true north is shown by arrow above.



Fig 4 Top – Showing the brick defined door entrance in the southern wall. Above and left – looking south and north along the two westernmost timber joists. Note the overlying remnant wooden floor in the north-western corner of the room.



Fig 5 Top – Looking west at the notably large foundation stones supporting the wall in the north western corner of the room. Middle – looking north towards the remnant wooden flooring, showing loose animal disturbance beneath it. Bottom – looking south towards the former trial pit, showing the probable pillar-base stone.



Fig 6 Top – Looking west across the excavated floor level showing the western wall base. Note the roots extending in from outside. Middle – Looking north in to the former stable showing the exposed wall masonry and concrete flooring prior to the trench excavation. Above left- the internal excavated pipe trench. Above right – the excavation of the external trench in progress.



Fig 7 Top left and right - Looking at the exposed roof timbers, showing frequent phases of repair. Middle - View of the south wall showing phasing within the exposed cob walling, a former roof line and the later ceiling supports cutting in to it. Right - looking east at the exposed cob walling against the stone vicarage wall (clearly showing an earlier lower roof line).

Appendix 1: Cubert Vicarage, Cornwall: Written Scheme of Investigation for an Archaeological Watching Brief

7.1 Project Background

Cornwall Archaeological Unit (CAU) has been requested by Louisa Meek of CSA Architects, on behalf of the owner of the building, to provide a Written Scheme of Investigation (WSI) and estimate for an archaeological watching brief at Cubert Vicarage, a Grade II Listed Building (LB ref. 1141575). Previous stages of archaeological assessment and targeted investigative works have revealed that the vicarage is mid 17th century or earlier in origin and that there is potential for significant archaeological remains, including buried floor surfaces to be uncovered during the site works (Parkes 2015a; Parkes 2015b). The proposed works, which will involve the removal of a lime-ash and rab floor in the outhouse / former stables are subject to a Planning Condition (PA15/11145).

Condition 3 which relates to archaeological recording will be fully discharged when:

'The condition will be fully discharged when the works have been completed in accordance with the Written Scheme of Investigation and the findings have been reported to the Cornwall Record Office. Please send a copy of the record to the Local Planning Authority for our records.'

This written scheme of investigation covers the requirement for the archaeological watching brief and reporting, which will lead to the full discharge of the Planning Condition. This document will need to be submitted to and approved by the Local Planning Authority.

7.2 Historical Background

The complex of buildings at Cubert, includes a Vicar's house and adjoining store, documented in the 17th century, with a mid-19th century Vicarage greatly extending this and incorporating it as a service range (Parkes 2015a). An archaeological test pit, excavated by CAU in 2015 in the area of the proposed groundworks (Parkes 2015b) provided significant new information on the development of the building. An 'earth' floor of clayey sub-soil mixed with lime-ash was found below failed floorboards. It was shown by artefacts found in an underlying earthy layer to probably date to the period *circa* 1850-1870 when the lean-to became a harness room for a stable and coach house built on to its north side. At the base of the excavated pit was a smooth stony surface, interpreted as a rock-cut floor of the post-medieval period; evidence was also found to indicate that the building was open-fronted at ground level before *circa* 1850. The removal of a lime-ash and rab floor has therefore the potential to expose more archaeological features and layers.

Potential archaeological sites

There is also potential for the survival of unrecorded buried archaeological remains and artefacts of the medieval or earlier periods to be exposed during the site works.

7.3 Aims and objectives

The main aims of the archaeological fieldwork include the following:

- Recording of any structural or archaeological features, layers or deposits which may be exposed or disturbed by the groundworks works, to an appropriate level.
- Recovery of any artefacts that may be disturbed by the investigations.
- Sampling of disturbed contexts if appropriate to recover environmental and dating information.

Methodology

The archaeological programme will follow three stages: fieldwork; archiving; reporting.

Fieldwork

Archaeological Recording

The groundworks will be undertaken by the contractor and carried out under archaeological supervision. If a mechanical excavator is used, it will be fitted with a flat bucket. Any archaeological features or layers exposed in the excavated area will be carefully excavated by hand and archaeologically recorded by written description, plan and section and photographic record as appropriate.

If complex and / or significant archaeological deposits are encountered then the archaeological requirements should be reviewed by the client and CAU. **In the event that remains cannot be preserved *in situ* then full-scale excavation may be required.** The significance of the remains should be agreed between the client, CAU and the Local Planning Authority.

Recording - general

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey Landline (electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.
- All features and finds will be accurately located at an appropriate scale. Sections will normally be drawn at 1:10 and plans at 1:20.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.
- Photography: scaled monochrome photography will be used as the main record medium, with colour digital images used more selectively and for illustrative purposes. This will include both general and site specific photographs. Photographs should have a scale and detailed ones should include a north arrow.
- Drawings and photographs will be recorded in a register giving details of feature number and location.
- Sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within significant archaeological features (ditches and pits, etc) will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Regional Advisor for Archaeological Science).
- If human remains are discovered on the site the Senior Development Officer (Historic Environment) and Public Health will be informed. All recording will conform to best practice and legal requirements.
- If human remains are uncovered, which require excavation, they will be excavated with due reverence. The site will be adequately screened from public view. Once excavated, human remains must not be exposed to public view.
- If human remains are not to be removed their physical security will be ensured, by back filling as soon as possible after recording.

Treatment of finds

The archaeological fieldwork may produce artefactual material.

- All finds in significant stratified contexts predating 1800 AD (eg, settlement features) should be collected by context and described. Post medieval or modern finds may be disposed of at the cataloguing stage. This process will be reviewed ahead of its implementation.
- All finds will be collected in sealable plastic bags which will be labelled immediately with the context number or other identifier.

Archiving

Following review with the CAU Project Manager the results from the fieldwork will be collated as an archive. 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 records (context sheets, photographs, etc) will be ordered, catalogued and stored in an appropriate manner (according to CAU guidelines).
- The site archive and finds will initially be stored at CAU premises and transferred to the Royal Cornwall Museum and the RCM conditions for archives will be followed. The RCM will be notified of the commencement of the project and included in discussions for sampling and disposal as appropriate.
- In the event that there are no finds or they are retained by the owner, the documentary archive in due course shall be deposited with the Cornwall Record Office, but in the medium term will be stored at Pound and Co. All digital records will be filed on the Cornwall Council network.

Archive report

The results from the fieldwork will be presented in a concise report.

Copies of the report will be distributed to the Client and the local and main archaeological record libraries. A PDF copy of the report will be produced and deposited with the Historic Environment Record.

This will involve:

- producing a descriptive text;
- producing maps and line drawings;
- selecting photographs;
- report design;
- report editing;
- dissemination of the finished report;
- Deposition of archive and finds in the Royal Cornwall Museum, Truro.

The report will have the following contents:

- Summary - Concise non-technical summary.
- Introduction - Background, objectives, aims and methods.
- Results - Factual description of the results of the various aspects of the project, with separate sections as necessary for discussion/interpretation and potential for further analysis.
- Discussion - Discussion of the interpretation of the results, highlighting information gained on a chronological or thematic basis
Recommendations for further analysis and publication.
- Archive - A brief summary and index to the project archive.
- Appendix - A copy of the project brief.
- A copy of the method statement.
- Illustrations - General location plan.
- Detailed location plans to link fieldwork results to OS map.
- Selected plans and section drawings (as appropriate).
- Photographs (if appropriate).

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

Assessment/analysis

The structural and stratigraphic data and artefactual material will be assessed to establish whether further analyses and reporting is appropriate. The outline of the final report, and the work required to produce it will be determined in an updated project design.

- In the event of significant remains being recovered (eg, prehistoric, medieval or early post-medieval artefacts) it may be appropriate to:
- Consult with the Senior Development Officer (Historic Environment) over the requirements for assessment, analysis and reporting.
- Liaise with specialists (eg, artefacts) to arrange for assessment of the potential for further analysis and reporting.
- Arrange for specialist analyses, where appropriate.

Final publication

In the event of significant remains being recorded the scope and final form of the report will be reviewed; for example, in addition to an archive report the results should be published in an academic journal (eg, *Cornish Archaeology*).

Monitoring

- The recording exercise will be monitored. The Senior Development Officer (Historic Environment) should be informed 1 week in advance of the intention to start the recording.
- CAU will liaise with the Senior Development Officer (Historic Environment) to advise on the programme and progress of work, and agree site meetings as required.
- A summary of the results will be presented to the Senior Development Officer (Historic Environment) within 1 month of the completion of the fieldwork.
- In the event that significant remains are encountered an updated project design will be agreed with the Senior Development Officer (Historic Environment).

Project Staff

An experienced archaeologist employed by CAU Projects will carry out the archaeological fieldwork and reporting.

The project will be managed by a manager who is a Member of the Chartered Institute for Archaeologists, who will:

- Take responsibility for the overall direction of the project.
- Discuss and agree the objectives and programme of each stage of the project with project staff, including arrangements for Health and Safety.
- Monitor progress and results for each stage.
- Edit the project report.

Timetable

The archiving and archive report will be completed within 12 months of the ending of the excavations. The timetable for further stages of assessment, analyses and publication will be agreed with Senior Development Officer (Historic Environment) in the light of the results of the excavations.

Health and safety during the fieldwork

Health and safety statement

Cornwall Archaeological Unit is part of Cornwall Council. The CAU team follows Cornwall Council's Statement of Safety Policy.

Prior to carrying out any fieldwork CAU Projects will carry out a risk assessment.

Insurance

As part of Cornwall Council, CAU is covered by Public Liability and Employers Liability Insurance.

Standards

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

Copyright

Copyright of all material gathered as a result of the project will be reserved to the Cornwall Archaeological Unit. Existing copyrights of external sources will be acknowledged where required.

This method statement and estimate is the copyright of Cornwall Archaeological Unit, Cornwall Council.

Use of the material will be granted to the client.

Freedom of Information

All information gathered during the implementation of the project will be subject to the rules and regulations of the Freedom of Information Act 2000.

Notes

- The client will be responsible for the Health and Safety arrangements onsite (including fencing, etc), and it is assumed that welfare facilities will be made available.
- In the event that human remains are uncovered the client will ensure that appropriate screening is put in place.
- The post excavation programme (assessment, analysis and reporting) will need to be reviewed in the light of the fieldwork and is not included in the estimate.

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