



Odd Spot, Mawgan Porth, Cornwall Archaeological Watching Brief

Cornwall Archaeological Unit

Report No: 2016R029

Odd Spot, Mawgan Porth, Cornwall

Archaeological Watching Brief

Client	Situ8 Ltd
Report Number	2016R029
Date	21/04/16
Status	Final
Report author(s)	James Gossip
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Acknowledgements

This study was commissioned by Sue Waters (Situ8 Ltd) on behalf of Mr D Gamage and carried out by Cornwall Archaeological Unit, Cornwall Council.

The Project Manager was James Gossip, assisted by Ryan Smith and Carl Thorpe.

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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Chartered Institute for Archaeologists

Cover illustration

The works in progress at Odd Spot

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Abbreviations

CAU	Cornwall Archaeological Unit
CIfA	Chartered Institute for Archaeologists
CRO	Cornwall Records Office
HER	Cornwall and the Isles of Scilly Historic Environment Record
NGR	National Grid Reference
OD	Ordnance Datum – height above mean sea level at Newlyn
OS	Ordnance Survey

1 Summary

Cornwall Archaeological Unit (CAU) was commissioned to carry out a programme of archaeological recording in advance of the re-development of a former bungalow at Odd Spot, Mawgan Porth, Cornwall.

The site is located at SW 85207 67287, immediately adjacent and to the north east of a Scheduled and partly-excavated monument known as Mawgan Porth, an early medieval settlement and associated burial ground (National Monument No 1003087).

Excavation of the development area revealed deep sand deposits and weathered natural subsoil. No archaeological deposits were revealed.

2 Introduction

2.1 Project background

Cornwall Archaeological Unit (CAU) were commissioned by Situ8 Ltd Planning Consultancy, (Sue Waters on behalf of Mr D Gamage), to carry out a programme of archaeological recording in advance of the re-development of a former bungalow at Odd Spot, Mawgan Porth, Cornwall (Figs 1, 2 and 3).

The site is located at NGR SW 85207 67287, immediately adjacent to and to the north east of a Scheduled and partly-excavated monument known as Mawgan Porth, an early medieval settlement and associated burial ground (National Monument No 1003087; Bruce-Mitford 1997). The proposed development had already been the subject of an archaeological assessment to inform pre-planning proposals (Sharpe 2014; Preston-Jones 2014).

Initially a Written Scheme of Investigation and costs were produced which were required to discharge Condition 9, of the Planning approval (planning reference PA14/12128): Programme of Archaeological Work including Written Scheme of Investigation (Appendix 1).

This condition read:

No development including demolition shall take place 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 the significance of the identified heritage assets and shall include:

- The programme and methodology of site investigation and recording,*
- The programme for post investigation assessment,*
- Provision to be made for analysis of the site investigation and recording,*
- Provision to be made for publication and dissemination of the analysis and records of the site investigation,*
- Provision to be made for archive deposition of the analysis and records of the site investigation, and*
- Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation;*
- the completion and submission of a site investigation and post investigate assessment.*
- Provision for the analysis, publication and dissemination of results and archive deposition.*

The works shall be carried out in accordance with the approved Written Scheme of Investigation approved under condition.

Reason: There is a Scheduled Ancient Monument adjoining the boundary of the site and the historic environment is a non-renewable resource. Given the proximity of the Scheduled Monument the application site is located in an area where there is a high probability of archaeological finds. It is therefore considered imperative that measures for the protection and recording of archaeological finds are in place prior to any works being undertaken in the site in accordance with paragraph 132 of the National Planning Policy Framework 2012 and saved policies 25 and 26 of the Restormel Local Plan 2001.

2.2 Aims

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.
- Establish the nature of the activity on the site.
- Identify any artefacts relating to the occupation or use of the site.
- Provide further information on the archaeology of the landscape surrounding the site from any archaeological remains encountered.
- Produce a report setting out the results of the archaeological watching brief and placing them in their historical and landscape context.
- Produce an entry to the OASIS online archaeological database.

2.3 Methods

A full and detailed methodology for archaeological recording was set out in Gossip, J, 2015, *Odd Spot, Mawgan Porth: Written Scheme of Investigation for archaeological watching brief* (Appendix 1).

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

2.3.1 Fieldwork: watching brief

All relevant site works were carried out with a CAU archaeologist in attendance to record any features should they become exposed during the groundworks. Excavation was carried out by a swing shovel fitted with a 2m toothless grading bucket as specified by the WSI. The CAU archaeologist was given the opportunity to make an appropriate record before work proceeded. Archaeological recording consisted of the following where appropriate:

- Photography: scaled colour digital photography was used as the main record medium and for illustrative purposes.

2.3.2 Creation of site archive

This included:

- Digital colour photographs (stored according to HER guidelines and copies of images made available to the client)
- A detailed site description
- Completion of the Historic England/ADS OASIS online archive index

2.3.3 Archive report

The completed written report included (this document):

- Project background
- Aims and objectives
- Working methods
- Location and setting
- Designations
- Archaeological results

- Statement of significance
- References
- Project archive index
- A copy of the approved WSI included as an appendix
- Supporting illustrations: location map, historic maps, plans, photographs

A paper copy and a digital (PDF) copy of the report, illustrations and any other files will be held in the Cornwall CRO. Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

3 Location and setting

The site is located at SW 85207 67287, just upslope and to the north east of Mawgan Porth early medieval settlement and associated burial ground (National Monument No 1003087). The development area was located just below the coastal road (B3276) at approximately 25m above sea level (mean high tide) on the north side of a steep sided coastal valley with the sandy beach a short distance to the west, surrounded by steep rocky cliffs.

The watching brief extents covered the whole of the redevelopment site at Odd Spot, Mawgan Porth Hill, Mawgan Porth, Newquay and all groundworks associated with the development.

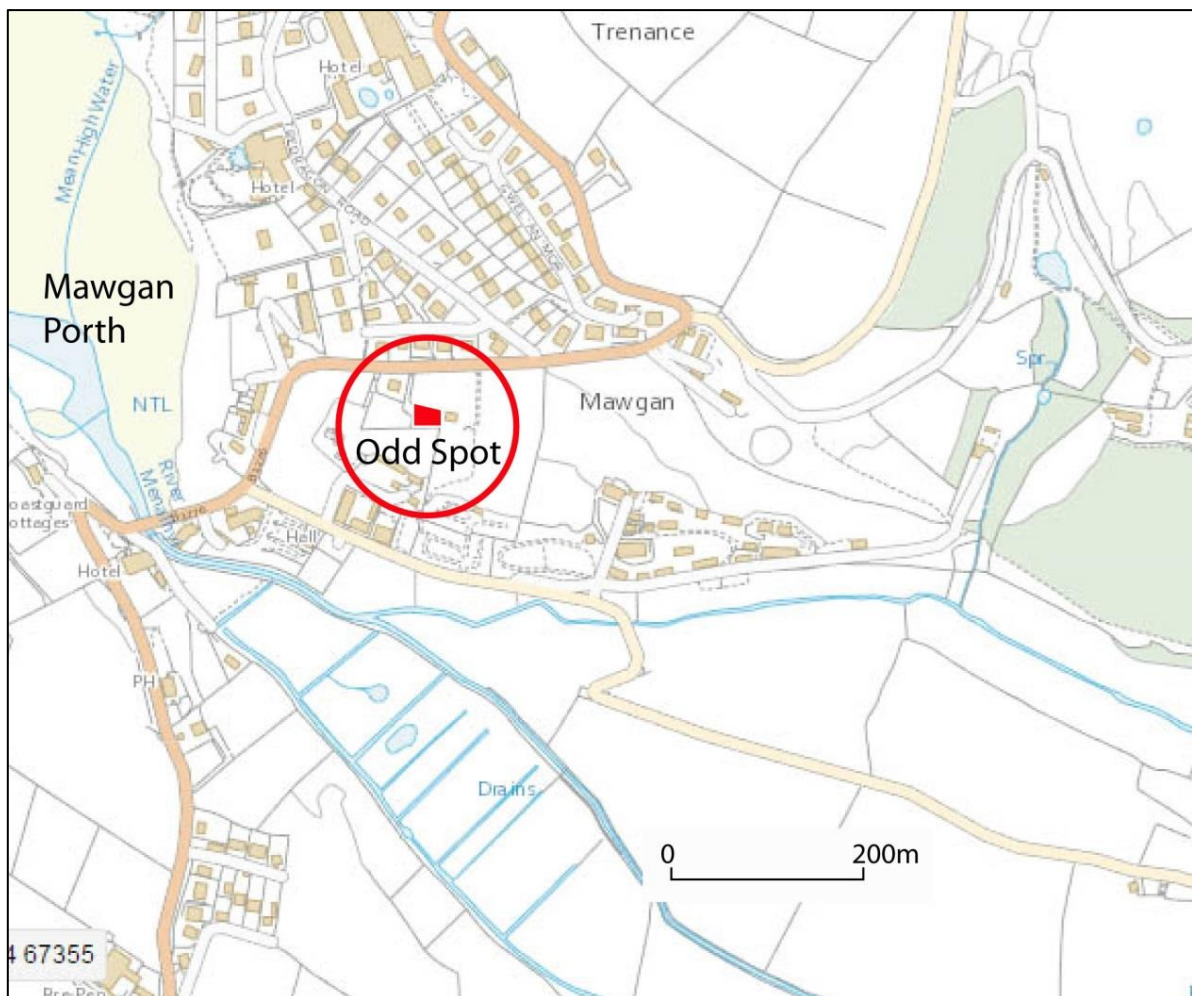


Fig 1 Location map.

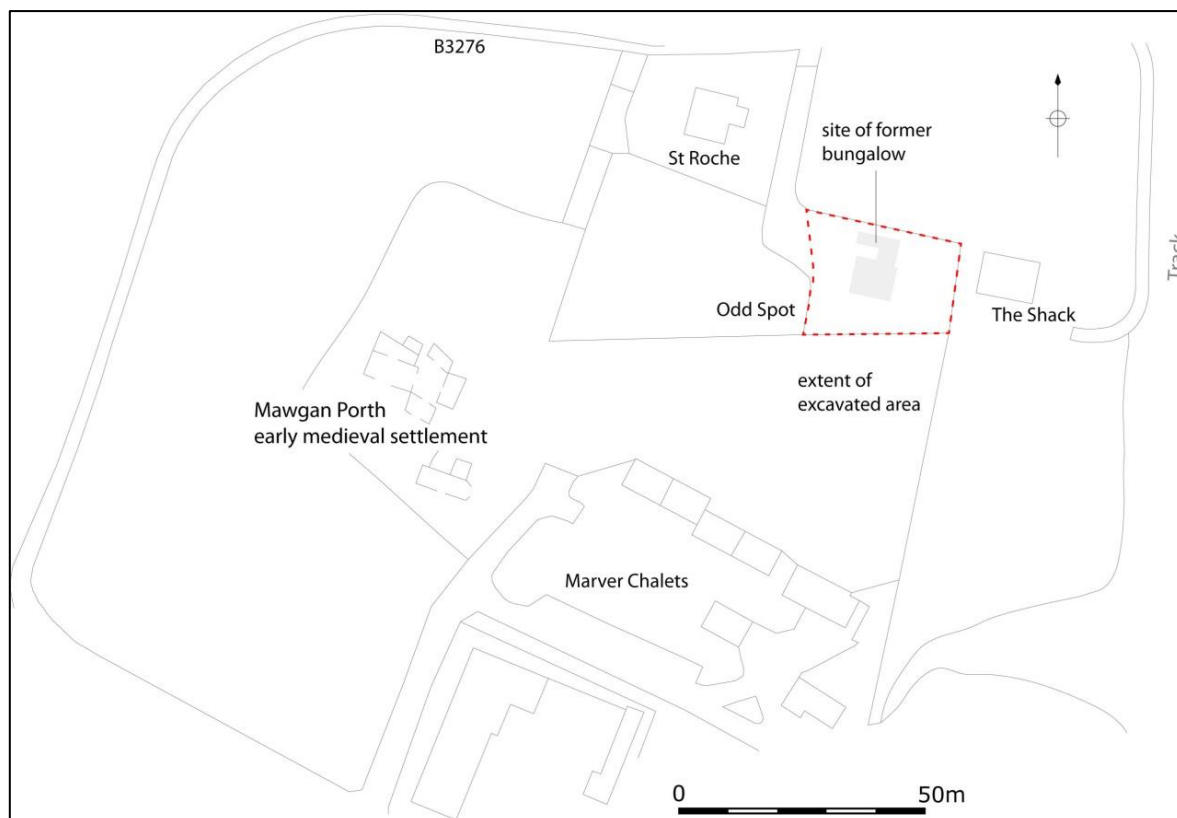


Fig 2 Site extent.

4 Designations

4.1 National

The development site at Odd Spot lies some 20m to the north and east of the early medieval settlement, Scheduled Monument number CO530. The development area lies within an Area of Great Historic Value, an Area of Great Landscape Value and a County Wildlife Site.

5 Site history

(from Preston-Jones 2014)

Mawgan Porth means 'the cove or harbour of St Mawgan' (Padel 1988, 117-8). The second element of the name refers to the name of the parish; the *porth* of course is the wide sandy beach with a bank of Marram grass-covered dunes at its head. Inland from the dunes, and less than 30 metres from mean high tide level, is the early medieval settlement. It lies near the foot of a south-east facing slope, at approximately 10-15 metres OD, overlooking the wide flat floodplain of the river Menalhyl. The settlement's cemetery lies higher up on the same slope, between approximately 15 and 25 metres OD.

Odd Spot, the site proposed for redevelopment, lies at approximately 25m OD, the present bungalow being on the slope above and approximately 80m to the east-north-east of the excavated settlement.

Both are located on dune sand overlying dark shales and siltstones of the Lower Devonian Meadfoot Group, with river plain sediments in the valley below. The dune sand is of variable depth, but various pieces of evidence discussed below suggest that it is deeper on the higher ground and at the level at which Odd Spot is located may be below 1.2m and 2m deep.

The site at Mawgan Porth was first discovered in 1934 when trial excavation holes were dug to inspect the subsoil prior to building work. The trial pits uncovered walls and a burial. In 1949, further building proposals prompted a second trial excavation which confirmed the existence of a settlement and produced an Aethelred II coin of AD 990 - 995. This prompted a major Ministry of Works excavation from 1950-54. The excavations uncovered the remains of part of a settlement of at least four farm houses, although only two and part of a third were examined, together with a portion of the associated contemporary burial ground. Two of the rectangular buildings were arranged around a courtyard and at least one of the dwellings was of the long house type, with a byre and living quarters together under one roof. The houses had been constructed on platforms cut into the slope and had drystone walls standing to a maximum of 2.1m high. The settlement dated from about AD 850 to at least AD 1050 and appeared to have been abandoned because of encroaching sand.

Twenty-three burials were excavated in the cemetery, all aligned east to west, and all but three had been placed in long cists (stone coffins). It was estimated that a further 28 remained unexcavated in the surrounding area.

The site was protected as a Scheduled Monument in 1957.

Both the settlement and cemetery are known to extend beyond the present Scheduled area, although their full extents are not known. It is expected that a chapel also survives within the wider area. These would be preserved as buried features. Some of the excavated buildings are still visible, but others were backfilled and can no longer be seen. The excavated graves were also reburied.

In the area of the houses, sand covered the tops of the walls to a depth of approximately 0.3m - 0.5m but uphill, the cemetery lay under sand up to 1.2 metres deep. The excavators confirmed that the deepest cover of sand lay on the higher slopes and it was the '*considerable depth of sand encountered in the cemetery area that precluded a more extensive exploration*' (Account derived from the Scheduled Monument Description, Bruce Mitford 1956 and Taylor 1997).

A couple of archaeological evaluations have been conducted to investigate the possibility that further remains may exist in the wider area. A geophysical survey of 900 square metres of land bordering the eastern edge of the Scheduled Monument, centred on SW 852 672, and 40 metres to the south-east of Odd Spot bungalow, found anomalies of archaeological origin indicating below-ground features likely to represent the remains of possible settlement and associated features, like those already excavated and exposed on the miniature golf course. On the other hand, two test pits excavated on the western side of the field immediately north of Odd Spot, at approximately SW 851 673, to inform proposed development, contained only blown sand with a 'darker subsoil' at two metres depth. No features or finds were located. Neither investigation was followed up with any development.

All historic map sources, (Tithe Map and Apportionment Parish of Mawgan in Pydar, c1840, Ordnance Survey, c1880, Ordnance Survey, c1907) show the site, and in fact the whole of modern Mawgan Porth, as entirely undeveloped.

6 Archaeological results

Following demolition of the existing bungalow (Fig 3), excavation of the site (formerly bungalow and garden) commenced with the aim of reducing ground level to form a level terrace into the south-facing hillslope. This began at the northern edge of the site where a steep sided scarp was created for the formation of a retaining wall. Below thin topsoil and turf was a deep deposit of homogenous sand measuring between 1.5m - 2m deep (upper part of site) and 2m deep (lower part of site) (Figs 4 and 5). Within this were fragments of a former retaining wall and ceramic drain, suggesting disturbance of these sands in recent history as part of the use-life of the former bungalow. At a depth of 1.5m at the upper end of the site the nature of the sand changed to stony pink/grey clay, probably representing the original (natural) weathered

subsoil (Fig 6). At the northern end of the site excavation continued to a depth of approximately 4m below surface. Excavations ceased for a number of weeks in order to allow piles to be driven through natural ground along this northern edge of the development for a concrete block and gabion wall to be constructed. Once this had been completed, excavation continued towards the south with sand being removed in level spits. At the southern extent of the site sand continued to a depth of 2m below surface, below which was the natural subsoil.

No deposits or artefacts of archaeological significance were present. The date of sand inundation is uncertain.



Fig 3 Odd Spot prior to redevelopment.



Fig 4 Excavation of sand at eastern extent.



Fig 5 Natural weathered bedrock revealed below sand, east side.



Fig 6 Natural weathered bedrock revealed below sand, west side.

7 Conclusions

Despite its proximity to the well-preserved early medieval settlement, the watching brief revealed no archaeological evidence suggesting activity at the site prior to the 20th century development of Odd Spot. It is, however, possible that surviving archaeological deposits had been destroyed by the 20th century bungalow and garden development. The date of sand accumulation in this area is uncertain.

8 References

8.1 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 Mawgan in Pydar (licensed digital copy at CRO)

8.2 Publications

Bruce-Mitford, R, 1997. Mawgan Porth: A settlement of the Late Saxon period on the north Cornish coast: Excavations 1949-52, 1954 and 1974. English Heritage

Gossip, J, 2015. *Odd Spot, Mawgan Porth: Written Scheme of Investigation for archaeological watching brief (CAU)*

Preston-Jones, A, 2014. *Odd Spot, Mawgan Porth, Cornwall: Archaeological Assessment (CAU)*

Sharpe, A, 2014. *Odd Spot, Mawgan Porth: Written Scheme of Investigation for archaeological assessment of development proposals (CAU)*

9 Project archive

The CAU project number is **146519**

The project's documentary, digital, photographic and drawn archive is maintained by Cornwall Archaeological Unit

Electronic data is stored in the following locations:

Project admin: [\\Sites](#) M\Mawgan Porth Odd Spot watching brief 2015

Digital photographs: \\Historic Environment (Images)\Sites.M-P\Mawgan Porth

Historic England/ADS OASIS online reference: cornwall2-248962

Appendix 1: Written Scheme of Investigation

Cornwall Archaeological Unit Cornwall Council



Odd Spot, Mawgan Porth: Written Scheme of Investigation for archaeological watching brief

10 Project background

Situ8, on behalf of Mr D Gammage, propose the development of a replacement bungalow at Odd Spot, Mawgan Porth, Cornwall.

The bungalow proposed for development is located at SW 85207 67287, immediately adjacent to and to the north east of a Scheduled and partly-excavated monument known as Mawgan Porth early medieval settlement and associated burial ground (National Monument No 1003087). The proposed development has already been the subject of an Archaeological Assessment to inform pre-planning proposals (Sharpe 2014; Preston-Jones 2014).

Cornwall Archaeological Unit was requested by Sue Walters, Situ8 to produce a Written Scheme of Investigation and costs required to discharge Condition 9, of the Planning approval (planning reference PA14/12128): Programme of Archaeological Work including Written Scheme of Investigation.

This condition reads:

No development including demolition shall take place 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 the significance of the identified heritage assets and shall include:

- The programme and methodology of site investigation and recording,*
- The programme for post investigation assessment,*
- Provision to be made for analysis of the site investigation and recording,*
- Provision to be made for publication and dissemination of the analysis and records of the site investigation,*
- Provision to be made for archive deposition of the analysis and records of the site investigation, and*
- Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation;*
- the completion and submission of a site investigation and post investigate assessment.*
- Provision for the analysis, publication and dissemination of results and archive deposition.*

The works shall be carried out in accordance with the approved Written Scheme of Investigation approved under condition.

Reason: There is a Scheduled Ancient Monument adjoining the boundary of the site and the historic environment is a non-renewable resource. Given the proximity of the Scheduled Monument the application site is located in an area where there is a high probability of archaeological finds. It is therefore considered imperative that measures for the protection and recording of archaeological finds are in place prior to any works being undertaken in the site in accordance with paragraph 132 of the National Planning Policy Framework 2012 and saved policies 25 and 26 of the Restormel Local Plan 2001.

11 Site history

(from Preston-Jones 2014)

Mawgan Porth means 'the cove or harbour of St Mawgan' (Padel 1988, 117-8). The second element of the name refers to the name of the parish; the *porth* of course is the wide sandy beach with a bank of Marram grass-covered dunes at its head. Inland from the dunes, and less than 30 metres from mean high tide level, is the early medieval settlement. It lies near the foot of a south-east facing slope, at approximately 10-15 metres OD, overlooking the wide flat floodplain of the river Menalhyl. The settlement's cemetery lies higher up on the same slope, between approximately 15 and 25 metres OD.

Odd Spot, the site proposed for re-development, lies at approximately 25 m OD, the present bungalow being on the slope above and approximately 80 m to the east-north-east of the excavated settlement.

Both are located on dune sand overlying dark shales and siltstones of the Lower Devonian Meadfoot Group, with river plain sediments in the valley below. The dune sand is of variable depth, but various pieces of evidence discussed below suggest that it is deeper on the higher ground and at the level at which Odd Spot is located may be below 1.2 and 2 metres deep.

The site at Mawgan Porth was first discovered in 1934 when trial excavation holes were dug to inspect the subsoil prior to building work. The trial pits uncovered walls and a burial. In 1949, further building proposals prompted a second trial excavation which confirmed the existence of a settlement and produced an Aethelred II coin of 990 - 995. This prompted a major Ministry of Works excavation from 1950 - 54. The excavations uncovered the remains of part of a settlement of at least four farm houses, although only two and part of a third were examined, together with a portion of the associated contemporary burial ground. Two of the rectangular buildings were arranged around a courtyard and at least one of the dwellings was of the long house type, with a byre and living quarters together under one roof. The houses had been constructed on platforms cut into the slope and had drystone walls standing to a maximum of 2.1m high. The settlement dated from about 850 to at least 1050 AD and appeared to have been abandoned because of encroaching sand.

Twenty-three burials were excavated in the cemetery, all aligned east to west, and all but three had been placed in long cists (stone coffins). It was estimated that a further 28 remained unexcavated in the surrounding area.

The site was protected as a Scheduled Monument in 1957.

Both the settlement and cemetery are known to extend beyond the present Scheduled area, although their full extents are not known. It is expected that a chapel also survives within the wider area. These would be preserved as buried features. Some of the excavated buildings are still visible, but others were backfilled and can no longer be seen. The excavated graves were also reburied.

In the area of the houses, sand covered the tops of the walls to a depth of approximately 0.3 - 0.5 m but uphill, the cemetery lay under sand up to 1.2 metres deep. The excavators confirmed that the deepest cover of sand lay on the higher slopes and it was the *'considerable depth of sand encountered in the cemetery area that*

precluded a more extensive exploration' (Account derived from the Scheduled Monument Description, Bruce Mitford 1956 and Taylor 1997).

A couple of archaeological evaluations have been conducted to investigate the possibility that further remains may exist in the wider area. A geophysical survey of 900 square metres of land bordering the eastern edge of the Scheduled Monument, centred on SW 852 672, and 40 metres to the south-east of Odd Spot bungalow, found anomalies of archaeological origin indicating below-ground features likely to represent the remains of possible settlement and associated features, like those already excavated and exposed on the miniature golf course. On the other hand, two test pits excavated on the western side of the field immediately north of Odd Spot, at approximately SW 851 673, to inform proposed development, contained only blown sand with a 'darker subsoil' at two metres depth. No features or finds were located. Neither investigation was followed up with any development.

This information about the depth of sand on the land to the west and north of Odd Spot is of significance in assessing the depth of sand likely to be covering any archaeology at Odd Spot.

12 Project extent

The watching brief will cover the whole of the re-development site at Odd Spot, Mawgan Porth Hill, Mawgan Porth, Newquay and will cover all groundworks associated with this re-development.

13 Aims and objectives

No specific brief has been produced which covers the aims and objectives of this watching brief, though it has been guided by condition nine of the grant of Conditional Planning Permission, Application number PA14/12128.

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 landscape surrounding the site from any archaeological remains encountered.

The project objective is produce a report setting out the results of the archaeological watching brief and placing them in their historical and landscape context.

A second objective is to produce an entry to the OASIS online archaeological database.

14 Working methods

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

Fieldwork: watching brief

Any soil stripping required as part of the redevelopment of the site will be carried out under archaeological supervision using a machine fitted with a toothless bucket. Archaeological supervision will be by the appointed CAU archaeologist and will cover all groundworks including topsoil stripping, foundation excavation and service trench excavation. The soil will be stripped cleanly to a level at which archaeological features or layers can be expected to be revealed (i.e. top of the "natural"). **Machines will not run over any stripped areas until the archaeological works are complete.** The

area will then be inspected by an archaeologist and any archaeological features or layers exposed in the stripped area will be carefully excavated by hand and archaeologically recorded by written description, plan and section and photographic record as appropriate by a CAU archaeologist.

During the archaeological recording the archaeologist will identify and record any archaeological features that are revealed in the stripped area; the level of recording will be appropriate to the character/importance of the archaeological remains.

If complex and/or significant archaeological deposits are encountered then the archaeological requirements should be reviewed by the client, the Senior Development Officer (Historic Environment) and CAU. In addition, should any structure, burial or similarly important features or finds become apparent Historic England will be notified immediately for advice on an appropriate strategy.

In the event that remains cannot be preserved *in situ* then full-scale excavation may be required. Contingency costs have been estimated to record any significant archaeological remains which are uncovered during the stripping. *This could include any additional requirements for assessment, analysis and publication.* The significance of the remains should be agreed between the client, the Senior Development Officer (Historic Environment) and CAU.

Where necessary the detailed archaeological recording may include:

- Excavation of archaeological features exposed in the stripped area and plotting them onto a base map.
- Production of plans and section drawings of the excavated features and recording of features using a continuous numbering system.
- Retrieval of artefacts.

Recording - general

Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey Landline (electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.

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: High resolution digital photography will be the main record medium. 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 the Ministry of Justice will be informed. All recording will conform to best practice and legal requirements.

If human remains are uncovered, which require excavation, they will be 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 (e.g., settlement features) should be collected by context and described. Post medieval or modern finds may be disposed of at the cataloguing stage. This process will be reviewed ahead of its implementation.

All finds will be collected in sealable plastic bags which will be labelled immediately with the context number or other identifier.

Fieldwork: photographic recording

1. Colour photographs taken with a digital camera (with a resolution of 8MP or higher).

The photo record will comprise:

- general views
- detailed shots of archaeological features/deposits

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

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

Creation of site archive

To include:

- Digital colour photographs (stored according to HER guidelines and copies of images made available to the client)
- A detailed site/building description
- Preparation of finished drawings
- Completion of the English Heritage/ADS OASIS online archive index

Archive report

A written report will include:

- Summary
- Project background
- Aims and objectives
- Methodology
- Location and setting
- Designations
- Site history
- Archaeological results
- Chronology/dating evidence
- Significance
- Conclusions
- References
- Project archive index

- Supporting illustrations: location map, historic maps, plans, elevations/sections, photographs

A digital (PDF) copy of the report, illustrations and any other files will be held in the Cornwall HER. Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

Assessment/analysis

In the event that significant archaeological remains are uncovered, the structural and stratigraphic data and artefactual material will be assessed to establish whether further analyses and reporting are appropriate. The outline of the final report, and the work required to produce it will be determined in an updated project design.

In the event of significant remains being recovered (e.g. prehistoric or medieval artefacts) it may be appropriate to:

- Consult with the Senior Development Officer (Historic Environment) over the requirements for assessment, analysis and reporting.
- Liaise with specialists (e.g. artefacts, material suitable for scientific dating) 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 archaeological 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 (e.g. *Cornish Archaeology*).

14.1 Archive deposition

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

The archiving will comprise the following:

1. All correspondence relating to the project, the WSI, a single paper copy of the report together with an electronic copy on CD, stored in an archive standard (acid-free) documentation box.
2. A2 drawn archive storage (plastic wallets for the annotated record drawings).
3. The project archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.
4. Digital data will be stored on the Cornwall Council network which is regularly and frequently backed up.

CAU uses the following file formats for stored digital data:

- DOCX Word processed documents
- XLSX Spreadsheets
- PDF Exports of completed documents/reports/graphics
- JPG Site graphics and scanned information
- DNG or TIF Digital photographs
- DWG AutoCAD drawings, measured surveys
- MXD ArcView GIS (electronic mapping) data
- AI Adobe Illustrator graphics

15 Timetable

The work is anticipated to be commenced during late summer/autumn 2015. CAU will require a minimum of two weeks' notice before commencement of work, in order to allocate field staff and arrange other logistics.

The archive report will be completed within 3 months of the end of the fieldwork. The deposition of the archive will be completed within 3 months of the completion of the archive report.

16 Monitoring and Signing Off Condition

Monitoring of the project will be carried out by the Senior Development Officer (Historic Environment). Where the SDOHE is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected.

1. The SDOHE will monitor the work and should be kept regularly informed of progress.
2. Notification of the start of work shall be given preferably in writing to the SDOHE at least one week in advance of its commencement.
3. Any variations to the WSI will be agreed with the SDOHE, in writing, prior to them being carried out.
4. If significant detail is discovered, all works must cease and a meeting convened with the client and the SDOHE to discuss the most appropriate way forward.

Monitoring points during the study will include:

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

17 References

English Heritage, 2006. *Understanding Historic Buildings: A guide to good recording practice*. English Heritage, Swindon

English Heritage, 2007. *Understanding the Archaeology of Landscapes: A guide to good recording practice*. English Heritage, Swindon

English Heritage, 2014. *(Draft) Guidance note on Digital Image Capture and File Storage*. English Heritage, Swindon

Preston-Jones, A, 2014. Odd Spot, Mawgan Porth, Cornwall: Archaeological Assessment (CAU)

Sharpe, A, 2014. Odd Spot, Mawgan Porth: Written Scheme of Investigation for archaeological assessment of development proposals (CAU)

18 Cornwall Archaeological Unit

Cornwall Archaeological Unit is part of Cornwall Council. CAU employs 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

19 Standards



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

<http://www.archaeologists.net/codes/ifa>

20 Terms and conditions

20.1 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.

20.2 Project staff

The project will be managed by a nominated Archaeology Projects Officer (James Gossip BA MCIfA) who will:

- Discuss and agree the detailed objectives and programme of each stage of the project with the client and the field officers, including arrangements for health and safety.
- Monitor progress and results for each stage.
- Edit the project report.
- Liaise with the client regarding the budget and related issues.

Work will be carried out by CAU field staff, with assistance from qualified specialists and sub-contractors where appropriate.

20.3 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.

20.4 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.

20.5 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.

20.6 Health and safety statement

CAU follows Cornwall Council's *Statement of Safety Policy*.

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

20.7 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.

*James Gossip BA MCIfA
Archaeology Projects Officer
14 August 2015*

Cornwall Archaeological Unit

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