



## Grylls Monument, Helston, Cornwall Watching Brief

Cornwall Archaeological Unit

Report No: 2016R068



Report No

2016R068

Report Name

Grylls Monument, Helston, Cornwall -  
Watching Brief

Report Author

Peter Dudley and  
Carl Thorpe

Event Type

Watching Brief

Client Organisation

Helston Town Council

Client Contact

Martin Searle

Monuments (MonUID)

MCO 131

MCO 37779

Fieldwork dates (From)

16th  
August  
2016

(To)

29th  
September  
2016

(Created By)

Peter Dudley  
and Carl Thorpe

(Create Date)

October 2016

Location (postal address; or general location and parish)

The Monument/Coinagehall Street

(Town - for urban sites)

Helston

(Postcode)

TR13 8ER

(Easting) X co-ord

SW 65662

(Northing) Y co-ord

27421



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## 1 Project background

Cornwall Archaeological Unit (CAU) was commissioned by Daryoush Toorneini, Engineer for CORMAC Contracting to undertake an archaeological watching brief during public realm works in the area of Gryll's Monument, Helston (Fig 1). The works included the construction of a new toilet, soakaway and a range of hard and soft landscaping works, some of which require below ground disturbance. Cormac is undertaking the works for Helston Town Council.

The area is believed to be the former site of a medieval castle (MCO 131) and a separate, later coinage hall (MCO 37779).

The scheme was granted planning permission (Cornwall Council PA15/11328) with a condition for archaeological recording to be undertaken during the construction phase. A Written Scheme of Investigation (WSI) was completed to guide the archaeological investigations (see Section 9.2 at the end of this report).

## 2 Aims and objectives

The aims are to:

- Undertake an archaeological watching brief during those improvement works which will result in below ground disturbance 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 previous human activity in this area of Helston.
- Retrieve and identify any artefacts relating to the medieval and later occupation of Helston.

## 3 Working methods

The full details of the recording methodology are outlined in the accompanying WSI (Appendix 1). All recording work was undertaken according to the Institute for Archaeologists *Standards and Guidance for Archaeological Investigation and Recording*.

During the archaeological watching brief the archaeologist identified and recorded the archaeological features that were revealed in the area of ground disturbance; the level of recording undertaken was appropriate to the character/importance of the archaeological remains.

Due to the nature of the groundworks the excavated areas were investigated by short visits over several days. Fieldwork was undertaken on 16th, 17th and 18th and 22nd August and the 28th and 29th of September.

The project outputs include this report which sets out the results of the archaeological watching brief.

An entry on to Historic England's OASIS national online database of archaeological projects was undertaken at the completion of the archaeological work.

## 4 Results

Figure 2 provides the location of the areas of ground disturbance where the watching brief was conducted. See Section 9.1 for the description of the context numbers discussed within Sections 4 and 5. Where referenced in the report the context number is given in bold.

### 4.1 New toilet block

This area was located to the rear of the Bowling Club's clubhouse within an area of green landscaping edged with well-dressed granite kerbing (see Fig 2).

Initially, the entire area was excavated to a depth of 0.75m. However, the foundations for the new toilet block were dug in short sections over several days due to the



unstable nature of the ground. This meant that the foundations were dug to a greater depth and that it was not possible for the archaeologist to enter the trenches below the depth of the concrete slab. Interpretation was further complicated by each dug section being backfilled with concrete to secure the ground after digging.

In total the excavated area measured approximately 6m by 6m. The southern half of the excavated area was dug down to a depth of approximately 0.75m deep, with a maximum total depth of 2.55m in the northern half.

Ground disturbance in the southern part of the excavated area was undertaken in the area of an earlier septic tank associated with the use of the Bowling Green clubhouse (Fig 3). This was thought to date to the 1960s. At ground height was a block-built inspection hatch, standing 0.7m above a 0.1m thick concrete slab that covered the tank below (Figs 3, 5 and 7). The slab itself was buried 0.75m deep below the ground surface by two layers of modern infilled ground: **(100)** and below it **(101)** (Fig 4). To the north of the inspection hatch, to the edge of the excavated area, the ground rose with two layers found above or inter-mixed with **(100)**, including a 0.1m deep layer of gravel **(102)**, probably associated with an earlier landscaping scheme and above it, a layer of mixed soil rich in shillet fragments **(103)**.

The tank was retained *in situ* and deeper ground disturbance undertaken in the southern half of the excavated area. This area was taken down a further 1.8m in depth (Figs 5 and 6).

Looking at the southern section of this deeper excavated area (Fig 5) - Below the slab the return of the concrete block walls forming the tank were exposed to a depth of 1m below the slab. Fractured *in situ* bedrock was revealed to the east of the tank. The bedrock rose to the height of the concrete slab, approximately 0.75m down from the ground surface and was visible across the entire eastern side of the area. To the west of the tank were two layers; an upper layer of mixed ground **(104)** and below that a cleaner silt or clay **(105)** (Figs 5 and 7). Due to the unstable nature of the ground and the corresponding lack of access it was unclear if the silt/clay was associated with the insertion of the tank, was natural or was an earlier man-made layer.

The section on the northern side of the excavated area had slightly different stratigraphy as it had been less disturbed by the construction of the septic tank (Figs 6 and 7). However, layer **(100)** was found to a depth of 0.5m to 0.6m below the 0.08m deep tarmac forming the ground surface. Below this were two layers **(104; 106)**; approximately 0.8m in total depth. Layer **(106)** was probably a subsoil of degraded shillet whereas **(104)** may have been made ground. The junction between the two was indistinct due to the collapsing nature of the section. Sitting above **(106)** and (perhaps within **(104)**) was **(107)** a small discrete layer approximately 0.4m wide and 0.4m deep was formed by medium sized, angular shillet fragments; this was perhaps a small area of stony infill or a heavily disturbed feature.

## **4.2 Landscaped area next to the Grylls monument**

This area was located to the rear of the Bowling Club's clubhouse within a former area of paving edged with well-dressed granite kerbing, and containing two small war memorials (see Fig 2).

The slab and war memorials were carefully removed and the ground taken down by a small swing-shovel using a toothless bucket to a depth of 0.30m to 0.35m across the site to level it up. All ground disturbance was undertaken within the footprint of the existing kerbing.

In the southern half of the area near to the Gryll's monument, excavation revealed natural bedrock outcropping close to the surface. In the northern half of the site was an area of mixed infill **(108)**, probably made ground dating to the 19th or 20th centuries to make up the street level.

### 4.3 Soakaway

*Carl Thorpe*

The location of the new soakaway was to the northwest of the clubhouse where a seated shelter once stood (Fig 2).

The excavated area measured 5m by 5m and was taken down to a depth of 2m. Due to the unstable nature of the ground the archaeologist was not able to enter the excavated area, so all recording was undertaken from the side of the trenched area.

In the northern part of the area the bedding layers of the former shelter were recorded to a maximum depth of 0.25m - (**203**), (**204**) and possibly (**205**). These were abutted to the south by layers (**201**; **202**) forming the pathway around the Bowling Club pavilion and green. These layers were probably of late twentieth century date.

Below these layers was a layer of mixed clay with some stone (**210**) that appears to have been a major levelling layer over the entire area. This layer varied in depth between 0.25m and 0.7m with the greatest depth towards the west. This seems to have been an attempt at levelling the hillside, possibly as part of the landscaping associated with the development of the bowling green (reputedly built in 1760, and certainly prior to the 1838 Tithe map; MCO ).

Running along the entire length of the southern side of the trench was a modern ceramic pipe at a depth of roughly 0.7m. This lay within a trench [**212**] whose full width could not be measured as one edge lay within the baulk. The pipe [**212**] cut through (**210**) but underlay the most recent upper layers (**201** – **205** incl.; for location see Fig 2).

Below, but possibly also incorporated within (**210**), was a distinct 0.3m high, 0.8m wide and 2.4m long stony feature (**215**), possibly the traces of a wall but this interpretation is uncertain. This ran in a north - south direction from the northern section at a point 0.7m from the eastern edge (Figs 2 and 8). The top of the feature was approximately 0.3m below the current ground surface and was composed of medium-sized shillet blocks, some of which bore traces of lime mortar upon their surfaces. Spreading approximately 1.8m to either side of the possible wall was a layer of clay and stone fragments (**214**). Both (**214**) (**215**) sat directly on top of the natural bedrock (**206**).

Running across the western side of the trench in a roughly north-north-east to south-south-west direction was a linear feature [**213**] cut into the natural (**206**) (Figs 2 and 8). Full dimensions of this feature were not recorded as the edges lay beyond the sides of the excavated area. The cut was convex in section. It could potentially represent the eastern side of a ditch or be linked to landscaping for the bowling green or be associated with an earlier building on the site. The feature was at least 0.8m deep and had been infilled by three mixed layers (**207**), (**208**) and (**209**). No dating evidence in these layers was recovered.

## 5 Discussion of results

Following the excavation of the new toilet block, the area next to the Grylls monument and soakaway, and with the advice of the Historic Environment Planning Officer, no further archaeological recording was undertaken on the service trenches to be excavated as part of the works. This decision was made in light of the results discussed above, the location of the trenches and their narrow width (0.4m wide and 1m to 1.5m deep; Daryoush Toorneini pers comm) making the recording of deeper deposits difficult.

The watching brief provided a good opportunity to evaluate the potential for buried archaeology in the area of the former a medieval castle/fortified house (MCO 131) and a separate, later coinage hall (MCO 37779).

Whilst no significant archaeological features were encountered, substantial and sudden dips in the shillet bedrock in all the excavated areas suggest ground disturbance has

taken place in the area at some point(s) in the past. However, due to the limited extent of the excavated areas it is difficult to come to a confident conclusion.

The layers of made-ground recorded by the watching brief suggest that there have been phases of redevelopment and re-landscaping but the lack of dating evidence means that the date of these can only be estimated. The upper layers most probably date to the 19th and 20th centuries but perhaps (210) dates to the late 18th century and the creation of the bowling green.

The stony feature (215) and surrounding spread (214) could suggest a demolition layer or the traces of a former wall but the feature was insubstantial and difficult to interpret from the side of the trench. The linear cut [213] could be associated with an earlier building or feature on the site.

Further archaeological recoding work in the area could help to more clearly understand the substantial dips/cuts in the surface of the natural bedrock.

## 6 References

Russell, S, 2002. Cornwall and Scilly Urban Survey - Helston, Cornwall Archaeological Unit, Cornwall County Council

## 7 Project archive

The CAU project number is **146615**

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.

Historic England/ADS OASIS online reference: [cornwall2-266942](https://www.english-heritage.org.uk/ads/record.do?recordId=100049047)

## 8 Figures

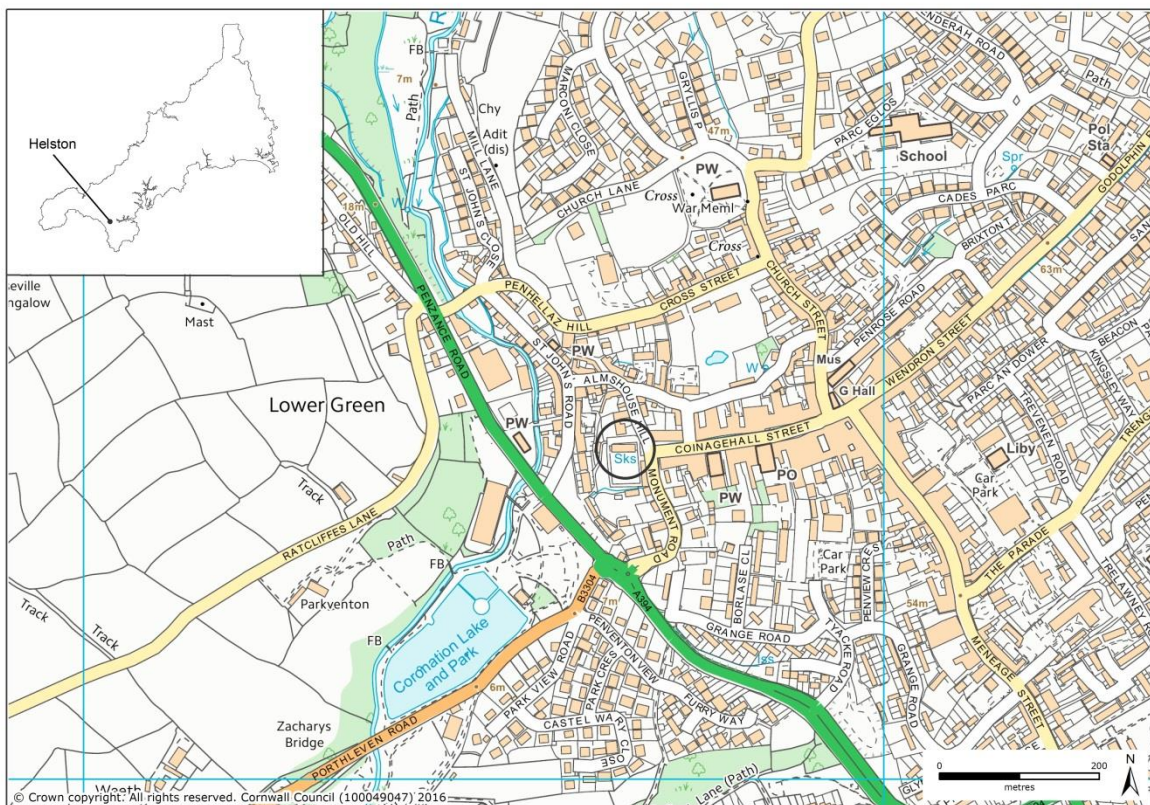


Fig 1 Location map.



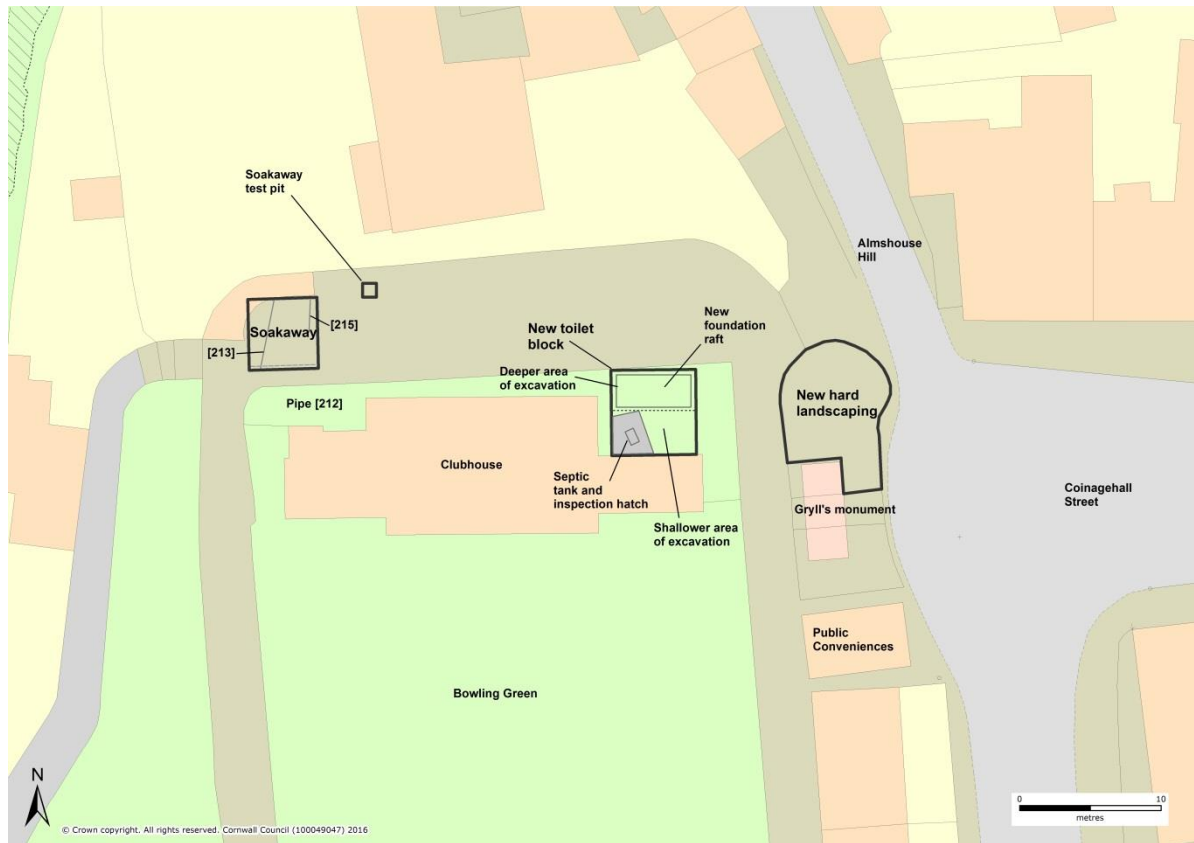


Fig 2 Detail of area shown with areas of archaeological recording (bold outline).



Fig 3 New toilet block – initial excavation. Note the concrete plinth and inspection hatch near ranging rod.





Fig 4 New toilet block – North facing section after initial excavation. Layers (100) and (101).



Fig 5 New toilet block – looking to the SW corner of the deeper excavated area. .





Fig 6 New toilet block - looking to the NW corner of the deeper excavated area.



Fig 7 New toilet block - looking to the E facing section in the SW corner of the deeper excavated area.



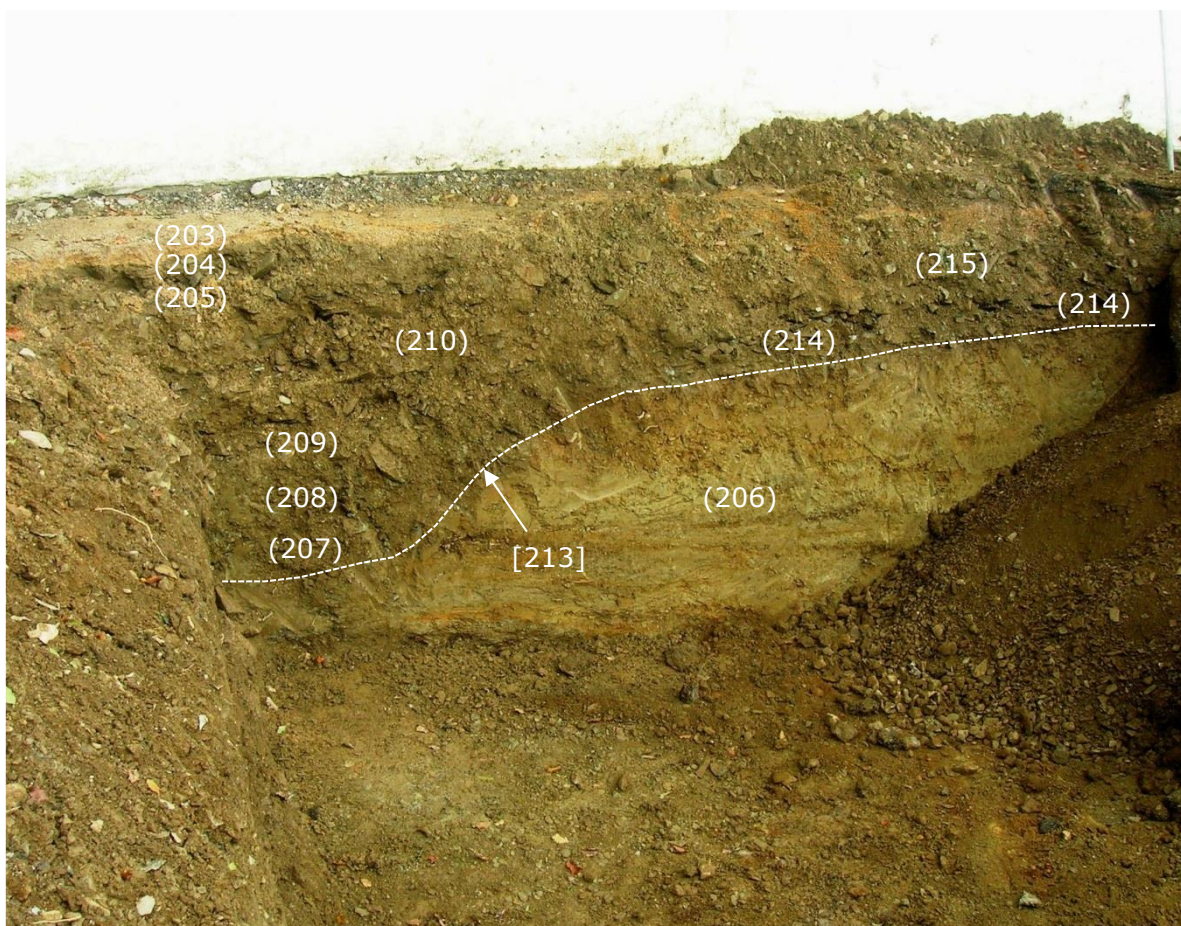


Fig 8. Soakaway. Looking to the south facing section showing cut [213] within the natural.

## 9 Appendices

### 9.1 Description of layers by context

Context number	Area	Description	Date
100	New toilet block	Layer of made ground approximately 0.3m to 0.4m deep. Dark red brown silt with occasional fragment of shillet. Plastic bags mixed within it.	Late 20th century
101	New toilet block	Hard layer rich in shillet fragments 0.25m deep associated with backfill surrounding concrete septic tank.	Late 20th century
102	New toilet block	Gravel layer 0.1m thick. Possibly associated with green landscaping.	Late 20th century
103	New toilet block	Mid grey brown shillet rich layer 0.25m to 0.3m deep. Made ground. Redeposited shillet from nearby	Late 20th century



<b>Context number</b>	<b>Area</b>	<b>Description</b>	<b>Date</b>
		groundworks?	
104	New toilet block	Loose mid brown grey silty loam with frequent small angular shillet fragments.	Uncertain
105	New toilet block	Mid brown silt or clay. Not fully exposed.	Uncertain
106	New toilet block	Loose dark brown grey silty loam with frequent small stone fragments.	Uncertain
107	New toilet block	Discrete layer of medium sized shillet fragments. Loose.	Uncertain.
108	Next to Gryll's monument	Mixed layer of infill to make up ground level. Mid grey brown with frequent medium sized fragments of shillet and occasional fragment of red brick.	19th/20th century.
201	Soakaway	Layer of black tarmac forming surface of pathway around Bowling Club pavilion and green. Varied in depth between 0.10m and 0.15m.	Late 20th century
202	Soakaway	Orange-brown friable clay. Bedding layer for tarmac. Varied in depth between 0.10m and 0.15m.	Late 20th century
203	Soakaway	Layer of light grey-brown clay with small (crushed?) rab fragments up to 0.05m deep. Bedding layer for removed concrete (?) seating that formed part of shelter.	Late 20th century
204	Soakaway	Layer of orange-brown compacted rab up to 0.1m deep. Bedding layer beneath seating area of shelter below (203).	Late 20th century
205	Soakaway	Layer of dark brown clay beneath (204). Varied in depth between 0.10m and 0.15m.	Late 20th century
206	Soakaway	Soft yellow, grey-brown clay with increasing shillet content towards base. Recorded depth varied between 0.20m and 1.2m. Not bottomed. Decayed natural bedrock.	Bedrock

<b>Context number</b>	<b>Area</b>	<b>Description</b>	<b>Date</b>
207	Soakaway	Layer of compacted grey-brown clay with many shillet fragments. Up to 0.25m deep. Lowest fill of cut [213].	Uncertain.
208	Soakaway	Layer of compacted grey-brown silty clay. Up to 0.35m deep. Middle fill of cut [213]	Uncertain.
209	Soakaway	Layer of compacted grey-brown clay with some stone fragments. Up to 0.3m deep. Top fill of cut [213].	Uncertain
210	Soakaway	Layer of friable mixed clays varying from grey-brown to yellow-brown in colour. Contained numerous stone fragments. Varied in depth between 0.25m and 0.7m. Levelling layer over site.	18th/19th century?
211	Soakaway	Loose grey-brown clay with numerous stone fragments. Fill of pipe trench [212] Contained a ceramic pipe of roughly 0.2m diameter the top of which was 0.7m below the current ground surface.	20th century.
[212]	Soakaway	Cut for ceramic pipe trench. This runs roughly east to west across the southern side of the trench. Full width was not recorded as one trench edge lay within the baulk. Recorded depth of cut was 0.75m. Infilled by (211).	20th century.
[213]	Soakaway	Cut within the natural running roughly NNE to SSW across the western side of the trench. Convex in profile. Full width not recorded as this lay within the western baulk. Maximum depth recorded 0.8m. Uncertain if this feature is a ditch, or perhaps scarp cut into the hillside. Infilled by layers (207), (208) and (209).	Uncertain.

Context number	Area	Description	Date
214	Soakaway	Layer of dark grey, black-brown clay with some medium sized shillet blocks. Varied in depth between 0.1m and 0.2m. Deposit pinched out towards the south.  Overlies the natural to east of cut [213]. Only seen in NE corner of trench.	Uncertain.
215	Soakaway	Linear spread of medium sized shillet blocks some bearing traces of lime mortar on their surfaces. This spread is roughly 0.8m wide, and was traced for a distance of about 2.4m in a roughly north to south direction. Maximum thickness of the spread was about 0.3m.  Possible walling?	Uncertain.

## 9.2 Written Scheme of Investigation

### **Gryll's Monument, Helston, Cornwall: Written Scheme of Investigation for archaeological watching brief during improvement works**

#### **Project background**

Cornwall Archaeological Unit (CAU) was contacted by Daryoush Toorneini, Sub Agent with CORMAC Contracting on 12 August 2016 with a request for a cost schedule and associated method statement for undertaking an archaeological watching brief during improvement works to Gryll's Monument, Helston and the area around the nearby bowling green. The works include the replacement of the existing toilet block at the north end of the site and a range of hard and soft landscaping works, some of which require below ground disturbance.

The postcode for this site is TR13 8ER and the site is centred at SW 65674 27389. The local bedrock is formed of the mudstones and sandstones of Upper Devonian mudstones, siltstones and sandstones. The site is at the western end of Coinagehall Street, Helston. The western end of the site at the foot of Castle Hill Steps is at 8m OD and its eastern end is at the site of the toilet block is at 24m OD.

The current Historic Landscape Character of area affected by the works is Urban.

The Senior Development Officer (Historic Environment) has recommended by email dated 12 August 2016 to Daryoush Toorneini at CORMAC Contracting that an archaeological watching brief/controlled soil strip should be carried out for all ground disturbing works associated with the scheme.

Condition 4 of planning consent PA15/11328 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 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, and
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.

D) The archaeological recording condition will normally only be discharged when all elements of the WSI including on site works, analysis, report, publication (where applicable) and archive work has been completed.

Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the aims and intentions of paragraph 128 of the National Planning Policy Framework 2012.

This Written Scheme for Investigation (WSI) outlines the aims and objectives, methods and timetable of the recording to be undertaken during the demolition and replacement of the existing public toilets and the landscaping and other improvement works around the bowling green and monument.

This WSI should be approved by the Local Planning Authority before any works on site can be commenced

### **Site history**

Whilst a number of studies of the history of Helston have been undertaken in previous decades and some aspects of Helston's archaeology have been examined, no archaeological investigation of this area at the western end of Coinagehall Street has been undertaken to date.

The area occupied by Helton bowling green and the Gryll's Monument is traditionally considered to be the site of Helston Castle. This edifice: a castle or a fortified manor house, was built between 1272 and 1300 and was occupied by the Earls and Dukes of Cornwall, the site overlooking the nearby River Cober, which was formerly navigable as far as Helston. The castle was relatively short-lived, having been demolished by 1478.

Map regression indicates that the site was an open space in 1810 (OS 1<sup>st</sup> Edition OS 1" to a mile mapping), as it was also in 1840 (Helston Tithe Map) and by 1877 it sited the town's bowling green and the monument built in 1834 to Humphrey Millet Grylls, a local banker and solicitor whose actions kept open Wheal Vor mine, saving the jobs of 1,200 men, women and children. The monument was erected by public subscription.

### **Project extent**

The project area covers those areas within which groundworks will be undertaken during the improvement works.

### **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 4 of the grant of planning permission.

The site specific aims are to:

- Undertake an archaeological watching brief during those improvement works which will result in below ground disturbance 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 previous human activity in this area of Helston.
- Retrieve and identify any artefacts relating to the medieval and later occupation or of Helston.

The project objective is to produce a report setting out the results of the archaeological recording and watching brief and placing them in their historical and landscape context. A further objective is to create an entry to the Historic England OASIS/ADS national online database of archaeological projects.

### **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 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.

### **Desk-based assessment**

A brief desk-based assessment will be undertaken to provide background to the archaeological watching brief.

### **Fieldwork: archaeological watching brief**

The CAU Archaeologist will be on site during the stripping of the topsoil or other existing surface materials over all areas of the site which are to be subjected to below-ground disturbance.

All groundworks (predominantly topsoil stripping, but also any trenching for services) should, where possible, be undertaken under archaeological supervision using a machine fitted with a toothless bucket. The topsoil will be stripped cleanly to a level at which archaeological features or layers can be expected to be revealed (i.e. the top of the underlying 'natural'). **Machines will not run over the stripped area until the archaeological recording works are complete.** Following soil stripping the area will be inspected by an archaeologist and any archaeological features or layers exposed will be carefully excavated by hand and recorded by written description, plan, section and photographic record as appropriate by the CAU Project archaeologist.

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

If complex and/or significant archaeological deposits are encountered then the archaeological requirements for recording these should be reviewed by the client, the SDOHE and CAU. In the event that remains cannot be preserved *in situ* then full-scale excavation may be required. A contingency should be allowed to record any significant archaeological remains which are uncovered during the stripping. The significance of the remains should be agreed between the client, the SDOHE or relevant planning officer and CAU.

The detailed archaeological recording will include:

- Excavation (either whole or in part) of archaeological features exposed in the stripped area and accurately plotting their locations and extents 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 and location.

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 selectively and for illustrative purposes. This will include both general and site specific photographs. All archive photographs will include a scale whilst photographs of detail will 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 on an appropriate sampling strategy from Vanessa Straker (Historic England Science Adviser (South West)).

If human remains are discovered on the site the SDOHE and the Public Health Officer, Cornwall Council 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. 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.
- 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.

#### **Watching brief: photographic recording**

To include:

- Black and white photographs using a 35mm camera on fine grain archive quality film;
- Colour photographs taken with a digital camera (with a resolution of 10MP or higher).

The photo record will comprise:

- general views;
- examples of archaeological detail.



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

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

### **Creation of site archive**

This will include:

- Archiving of black and white photographs to HER standards;
- Archiving of digital colour photographs (to be stored according to HER guidelines and copies of images made available to the client);
- Preparation of finished drawings;
- Completion of the Historic England/ADS OASIS online archive index.

### **Archive report**

A written report will include:

- Summary
- Project background
- Aims and objectives
- Methodologies
- 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. A digital copy of the report will be issued to the client. Paper copies of the report will be distributed to the client (if required), to local archives and national archaeological record centres.

### **Assessment/analysis**

In the event that significant archaeological features or artefacts are uncovered, the structural and stratigraphic data and artefactual material will be assessed to establish whether further analyses and reporting are appropriate. The form 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 sites or associated artefacts) it will be necessary to:

- Consult with the SDOHE over the detailed 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*).

### **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:

- 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;
- A2 drawn archive storage (plastic wallets for the annotated record drawings);
- Archive standard negative holders and archive print holders, to be stored in the CAU system until transferred to the Royal Cornwall Museum.
- 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
  - TIFF Archive quality digital photographs
  - DWG AutoCAD drawings, measured surveys
  - MXD ArcView GIS (electronic mapping) data
  - AI Adobe Illustrator graphics

The project archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.

### *Timetable*

It is anticipated that the watching brief will commence in August 2016. CAU will require adequate time before commencement of work in order to allocate field staff time and arrange other logistics.

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

### **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by the SDOHE. The SDOHE will monitor the work and will be kept regularly informed of progress.

1. Notification of the start of work shall be given preferably in writing at least one week in advance of its commencement.
2. Any variations to the WSI will be agreed with the SDOHE or relevant planning officer in writing, prior to them being carried out.

3. If significant detail is discovered, all works must cease and a meeting convened with the client and the SDOHE or relevant planning officer 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

### **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

### **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>

*Terms and conditions*

### **Contract**

CAU is part of Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

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

### **Project staff**

The project will be managed by a nominated Archaeology Projects Officer (Adam Sharpe 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.

### **Report distribution**

Paper copies of the report will be distributed to the client (if required), to local archives and national archaeological record centres.

A digital copy of the report, illustrations and any other files will be held in the Cornwall HER and also supplied to the client on CD or other suitable media.

### **Copyright**

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

Use of the material will be granted to the client.

### **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.

CAU will ensure that all information arising from the project shall be held in strict confidence to the extent permitted under the Act. However, the Act permits information to be released under a public right of access (a "Request"). If such a Request is received CAU may need to disclose any information it holds, unless it is excluded from disclosure under the Act.

### **Health and safety statement**

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

Prior to carrying out on-site work CAU will carry out a Risk Assessment, and will liaise with the client over any special requirements when carrying out the watching brief.

*Adam Sharpe BA MCIfA*

*Archaeology Projects Officer*

*15 August 2016*

***Cornwall Archaeological Unit***

*Cornwall Council*

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

## **Cornwall Archaeological Unit**

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