Tregarth, Constantine, Sewage Pipeline, Cornwall
Archaeological Watching Brief

Cornwall Archaeological Unit

Report No: 2017R035

Report No	Report Name	Report Author
2017R035	Tregarth, Constantine, Sewage Pipeline, Cornwall. Archaeological Watching Brief	C.M. Thorpe

Event Type

Watching Brief			

Client Organisation	Client Contact
Bridge Civil Engineering Ltd	Patrick Forster

Monuments (MonUID)

MCO30000					

Fieldwork dates (From)	(To)	(Created By)	(Create Date)
03/05/17	09/05/2017	CMT	May 2017

Location (postal address; or general location and parish)

Tregarth, Constantine Bay. Parish of St Merryn

(Town – for urban sites)	(Postcode)
	PL28 8JH

(Easting) X co-ord	(Northing) Y co-ord		
SW 86570	74121		

Cornwall Archaeological Unit, Cornwall Council is a Registered Organisation with the Chartered Institute for Archaeologists

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Abbreviations

CAU	Cornwall Archaeological Unit
HER	Historic Environment Record
BGS	British Geological Survey
RAF	Royal Air Force

1 Project background

Cornwall Archaeological Unit (CAU) was commissioned by Patrick Forster, Project Design Manager, Bridge Civil Engineering Ltd, to undertake an archaeological watching brief and recording during groundworks required for the installation of a new sewer to the south of Constantine Bay, North Cornwall. This is connected to an existing main sewer at SW 86436 73995 running north-eastwards to SW 86629 74206 (Figs 1, 2 and 3).

This work involved the excavation of a trench 270m in length across two fields. Within Field 1 (to the north) a roughly 3m wide corridor for the pipeline was stripped of topsoil with an average depth of 0.4m. Within field 2 the corridor strip was reduced to a width of 2m, and again averaged 0.4m in depth (Fig 3).

The work was guided by a Written Scheme of Investigation (Appendix 1), produced by Adam Sharpe Archaeology Projects Officer, CAU (20/09/2016).

This short report covers the results of an archaeological watching brief carried out on two days: 3rd May, and 9th May 2017.

2 Location and background

The site is located in fields immediately south of the settlement of Constantine Bay, within the parish of St Merryn, Cornwall (Figs 1 and 2). The pipeline is centred at SW 86568 74124 (Fig 3). The fields covered by the watching brief are on gently sloping ground that falls towards the west from a height of 44m OD to 42m OD. The fields are currently under arable cultivation.

The underlying geology consists of Devonian mudstones and sandstones of the Trevose Slate Formation (BGS Sheet 335). The superficial deposits at this location are recorded as blown sand (BGS data), though this was not found in the area traversed by the sewer trench.

The surrounding area is rich in archaeology as numerous Mesolithic and Neolithic flint scatters have been recorded in the Cornwall HER (Fig 2). Those nearest to the site are MCO6783 (SW 86325 74579), MCO6794 (SW85762 74499), MCO 6793 (SW 85682 74396), MCO 6795 (SW 85708 74275) and MCO 6796 (SW 85756 74145). The majority of these sites are however located on the cliff edge (Fig 2). A little further afield there is a concentration of prehistoric sites around Constantine Island (SW 85729 75143) including flint scatters and a prehistoric cist (MCO25847), while there is an early medieval church and holy well (St Constantine's Church) within the dunes at SW 86523 74888 (MCO6452) and SW 86519 74958 (MCO7069). A medieval field system is recorded in fields to the south of the site at SW 86343 73651 (MCO29999).

The development area is located within land that falls into a Historic Landscape Character zone which has been classified as 'Anciently Enclosed Land' (Cornwall County Council 1996) within the HLC Type 'Farmland Medieval'. 'Anciently Enclosed Land' is land which has been settled since at least the medieval period and which often contains archaeological remains dating to prehistoric and medieval times. Consequently there was considered to be the potential for buried archaeological deposits of these dates to survive in the project area.

An archaeological watching brief undertaken in 2008 during trenching for the main sewer to the south of the current development area revealed a number of archaeological sites including field boundary ditches and also two adjacent pits (Fig 2) containing Beaker pottery centred at SW 86483 73942 (Taylor 2008).

The Cornwall and Scilly HER records the site of a pit (MCO30000) within Field 2 at SW 86440 74111. This was plotted by the National Mapping Programme (see Figs 2, 3 and 5) and is thought possibly to be of prehistoric origin.

Potential sites

Being 'Anciently Enclosed Land' and taking into account the results of previous archaeological work in the area (Taylor 2008) there was considered to be a high potential for prehistoric and medieval sites to survive within the project area, with the scope for the survival of previously unrecorded archaeological sites, organic remains, and artefacts of all periods.

3 Aims and objectives

No specific brief has been produced which covered the aims and objectives of this watching brief, though the WSI was guided by advice provided to the client by the archaeological advisor to Cornwall Council's planners.

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 previous human activity in this section of the Cornish landscape.
- Retrieve and identify any artefacts relating to the occupation or use of this section of the Cornish landscape.
- To provide further information on the archaeology of the landscape to the south of the settlement of Constantine Bay and the surrounding area from any archaeological remains encountered.

The project objective was to produce a report setting out the results of the archaeological 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.

4 Working methods

The site soil strip was carried out under archaeological supervision using a machine fitted with a toothless bucket (see cover image). The soil was stripped cleanly to a level at which archaeological features or layers were expected to be revealed, in this case the top of the natural geology. The stripped area was then inspected by the archaeologist. Soil profiles were recorded along the length of the trench.

The location of the pipeline corridor and those of the soil profiles were plotted onto a site plan (Fig 3) at a scale of 1:500 (based on an Ordnance Survey map at that same scale).

Digital photographs were taken during the course of the work. The ground and spoil heap were also examined for artefacts.

5 Results

Field 1.

This field was at the north-eastern end of the pipeline (Fig 3). The corridor for the pipeline within this field was approximately 90m in length. Commencing at the foot of the hedge at the field's northern end, for the first 12m the strip was 6m wide after which it was reduced to a width of 3m across the remainder of the field. A maximum depth of 0.5m was recorded (Figs 3 and 6).

No archaeological features were recorded in the course of the work.

A flattened slate water rounded pebble (broken) utilised as a whetstone, possibly prehistoric in date, a small undiagnostic sherd of medieval pottery (Lostwithiel ware), probably of fourteenth century AD date, and a single undiagnostic sherd of post-medieval Glazed Red Earthenware (Barnstaple ware) of roughly eighteenth century date were recovered from the ploughsoil (Fig 9).

Nine soil profiles were recorded in the trench section across the stripped area. Full descriptions of these are contained within the site archive. The locations of the recorded soil profiles are plotted on Figure 3.

Natural soil profile

The stratigraphic profile over the excavated area consisted of the following layers (from top to bottom). There were no marked changes so that a typical example of the soil profiles recorded is that seen at profile 8. This is described in the table below.

Context	**Depth**	**Thickness**	**Description**	**Interpretation**
(1)	0m – 0.05m	0.05m	Humic topsoil with grass and roots.	Topsoil
(2)	0.05m – 0.2m	0.15m	Grey-brown clay loam.	Ploughsoil
(3)	0.2m – 0.35m	0.15m	Grey-brown clay.	Subsoil
(4)	0.35m – 0.37m	0.02m	Pale yellow, grey-brown clay.	Weathering layer
(5)	Below 0.37m	-	Yellow-brown clay and shillet	Decayed natural bedrock

This sequence of layers recorded in the section was consistent throughout the area investigated. The soil depth varied between 0.3m and 0.5m, the greatest depth occurring near the centre of the field.

Field 2.

Field 2 lay to the south west of Field 1. The corridor for the pipeline within this field was approximately 180m in length. The stripped area was 2m wide along its entire length. A maximum depth of 0.4m was recorded (Figs 3 and 7).

A band of un-weathered slate bedrock about 8m wide (centred at SW 86482 74051) was recorded crossing the width of the trench corridor in a roughly north to south

direction. Plough marks approximately 0.4m apart running from east to west were recorded on its exposed surface (Figs 3 and 8).

No other archaeological features were recorded within this field.

A single bodysherd of prehistoric pottery was recovered from this field (Figs 10 and 11). An undiagnostic sherd, it is of a gabbroic admixture fabric which suggests that it is most likely to be Bronze Age in date. Six flints including two side scrapers and one with retouch also indicate prehistoric activity, probably of Neolithic or Bronze Age date (Fig 12). A broken slate pebble whetstone (Fig 13) and a quartzite pebble hammer stone were also found and are of likely prehistoric date. All these finds were recovered from the subsoil between profiles 12 and 16 (for location see Fig 3) a distance of roughly 60m. There was no evidence for an archaeological feature such as a dip or hollow within the field between these points.

A sherd of post-medieval Glazed Red Earthenware (Barnstaple ware) of 18th or 19th century date was also retrieved from the ploughsoil.

Twelve soil profiles (10 to 21) were recorded across the stripped area. Full descriptions of these are contained within the site archive. The locations of these recorded soil profiles are plotted on Figure 3.

Natural soil profile

The stratigraphic profile over the excavated area consisted of the following layers (from top to bottom). A typical example of the soil profiles recorded is that seen at profile 16 described in the table below.

Context	**Depth**	**Thickness**	**Description**	**Interpretation**
(1)	0m – 0.05m	0.05m	Humic topsoil with grass and roots.	Topsoil
(2)	0.05m – 0.2m	0.15m	Grey-brown clay loam.	Ploughsoil
(3)	0.2m – 0.3m	0.10m	Grey-brown clay.	Subsoil
(4)	0.3m – 0.33m	0.03m	Red-brown clay.	Weathering layer
(5)	Below 0.33m	-	Red, grey-brown clay and shillet	Decayed natural bedrock

The sequence of layers recorded in the section was again consistent throughout the area investigated. The soil depth varied between 0.26m and 0.4m, the greatest depth occurring near the centre of the field immediately to the north of profile 17 and the band of un-weathered bedrock.

6 Conclusion

With the exception of the plough marks the only archaeological feature recorded was the band of un-weathered bedrock that crossed the width of the pipeline corridor at SW 86482 74051 (Fig 3). Examination of the 2005 aerial photographs (available as a GIS layer) show that this is on the line of a removed field boundary that was depicted on the parish tithe map for St Merryn (undated, but *circa* 1840) and also on the 1880 OS 25" to a mile map (Fig 4). The bedrock had probably been protected from weathering by the now removed hedge bank. There was no evidence for there having been ditches

associated with this hedge, though it is possible that any such features might have been shallow and have been completely removed by recent ploughing. The presence of a field boundary at this location would also explain the slightly greater depth of soil recorded here within profile 17 and this area of the field, as soil would have been built up behind this field boundary by the action of ploughing and gravity prior to its removal.

A small number of artefacts were recovered from Field 1 indicating that there had been some activity within the field in the medieval and post-medieval periods, though the whetstone fragment could possibly be prehistoric in date (Fig 9).

From Field 2 between sections 12 and 16 (Fig 3) several prehistoric artefacts (Fig 10) were recovered, including six flints, three of which were definite tools most likely dating from the Neolithic period or the Bronze Age (roughly 4000 BC to 800 BC), and a sherd of prehistoric pottery likely to be Bronze Age (2500 BC to 800 BC). A broken slate pebble whetstone, and a quartzite pebble hammer stone also possibly of similar prehistoric date were also found. It is interesting that the area from which these items were found lies immediately to the east of the cropmark feature (MCO30000) and within the direction of ploughing (Fig 3). This cropmark feature (Fig 5) has been identified as a possible prehistoric pit in the Cornwall HER though its diameter of 18m does suggest that it could be a possible roundhouse. If these artefacts are derived from the upper layers of this feature it does point to it having probable prehistoric origins.

No other features of archaeological interest were uncovered within either of the investigated areas and no other artefacts were recovered. It is therefore evident that the trenching for the new branch sewer has had no impact on any significant buried archaeological remains.

The absence of any physical evidence for boundaries or other features of potentially prehistoric date within the development area suggests that this part of the Cornish landscape might well have been relatively open and largely unenclosed throughout this period, though the presence of a cropmark suggestive of a possible roundhouse in the nearby landscape may suggest some prehistoric occupation within the general area. This feature has not been archaeologically investigated to date. Palaeoenvironmental material which might have been suitable for dating purposes or illuminating the ecology of the area during prehistory was not exposed at any point along the trench line.

7 References

Primary sources

Ordnance Survey, *c*1880. *25 Inch Map* First Edition (licensed digital copy at CAU)

Ordnance Survey, *c*1907. *25 Inch Map* Second Edition (licensed digital copy at CAU)

Ordnance Survey, 2007. *MasterMap Digital Mapping*

Tithe Map and Apportionment, Undated but *c*1840. *Parish of St Merryn (licensed digital copy at CAU).*

British Geological Survey 1994. Map sheet 335 Trevose Head.

RAF Photograph 1947. Run b23. 1022

Publications

Cornwall County Council, 1996. *Cornwall: A Landscape Assessment 1994* report produced by Landscape Design Associates in association with Cornwall Archaeological Unit.

Gover, JEB, 1948. *Place-Names of Cornwall* (manuscript at RCM, Truro).

Padel, OJ, 1985. *Cornish Place-Name Elements,* English Place-name Society, Nottingham

Polsue, J, 1867-1873. *Lake's Parochial History of Cornwall* Facsimile reprint 1974 by EP Publishing and Cornwall County Library

Taylor, SR, 2008. *Treyarnon SWW, Cornwall. Archaeological Watching Brief*. Cornwall Archaeological Unit. Cornwall Council.

8 Project archive

The CAU project number is **HEXQPR14669**

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. The contents of this archive are listed below:

1. Projects file containing site records and notes, project correspondence and administration (146669).
2. Field plans stored in an A2-size plastic envelope (GRE 878/1-3).
3. Digital photographs stored in the directory: R:\Historic Environment (Images)\SITES.Q-T\Tregarth, Constantine WB May 2017 146669
4. English Heritage/ADS OASIS online reference: cornwall2-286448
5. This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites T\Tregarth Constantine Bay sewer WB 146669\Report
6. The artefacts recovered and retained during the course of this project have been given the site code TSSP17. These are temporarily held at the CAU archive store.

Figure 1. Site location.

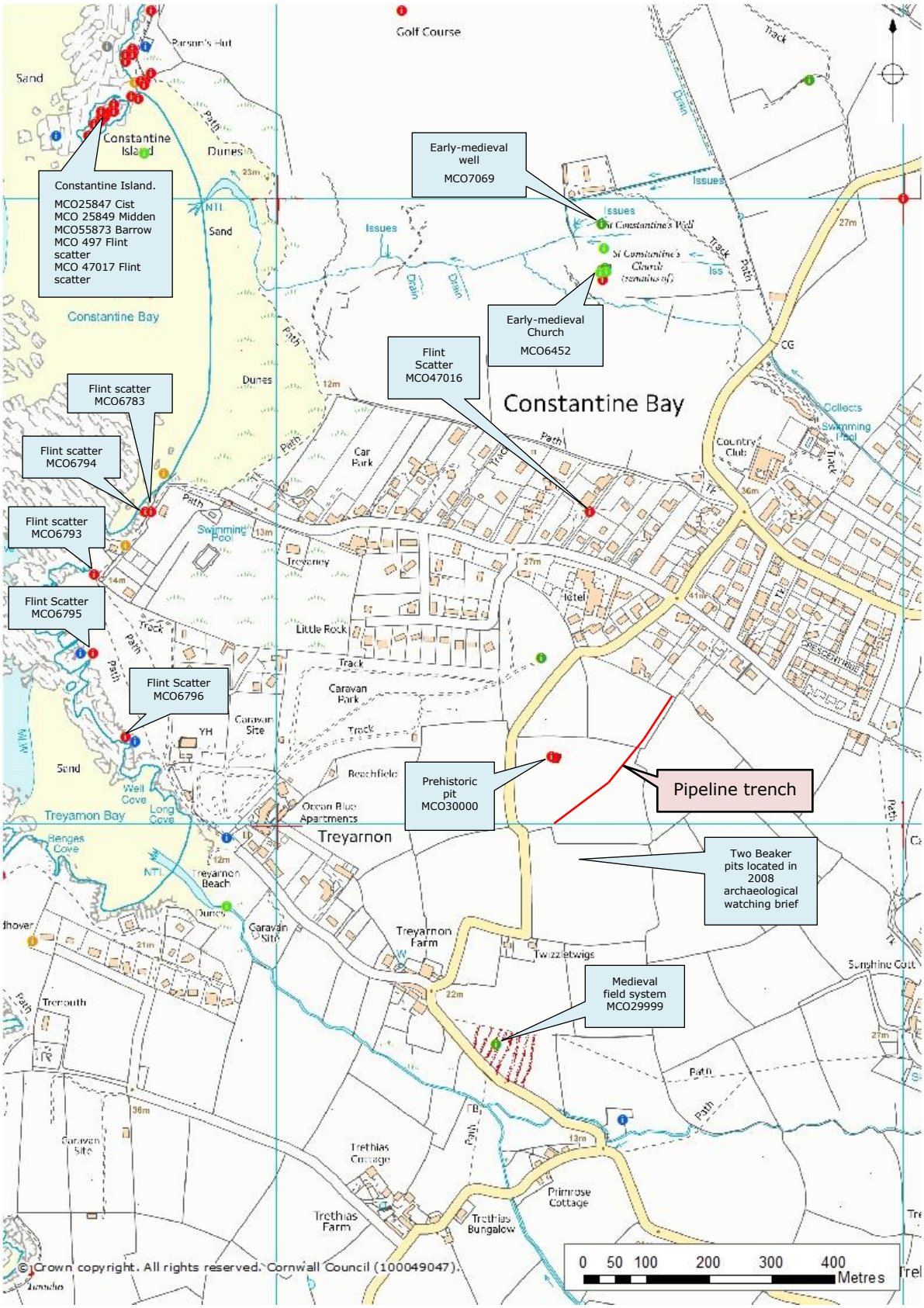

Figure 2. Site location showing relationship to known sites recorded in the HER.

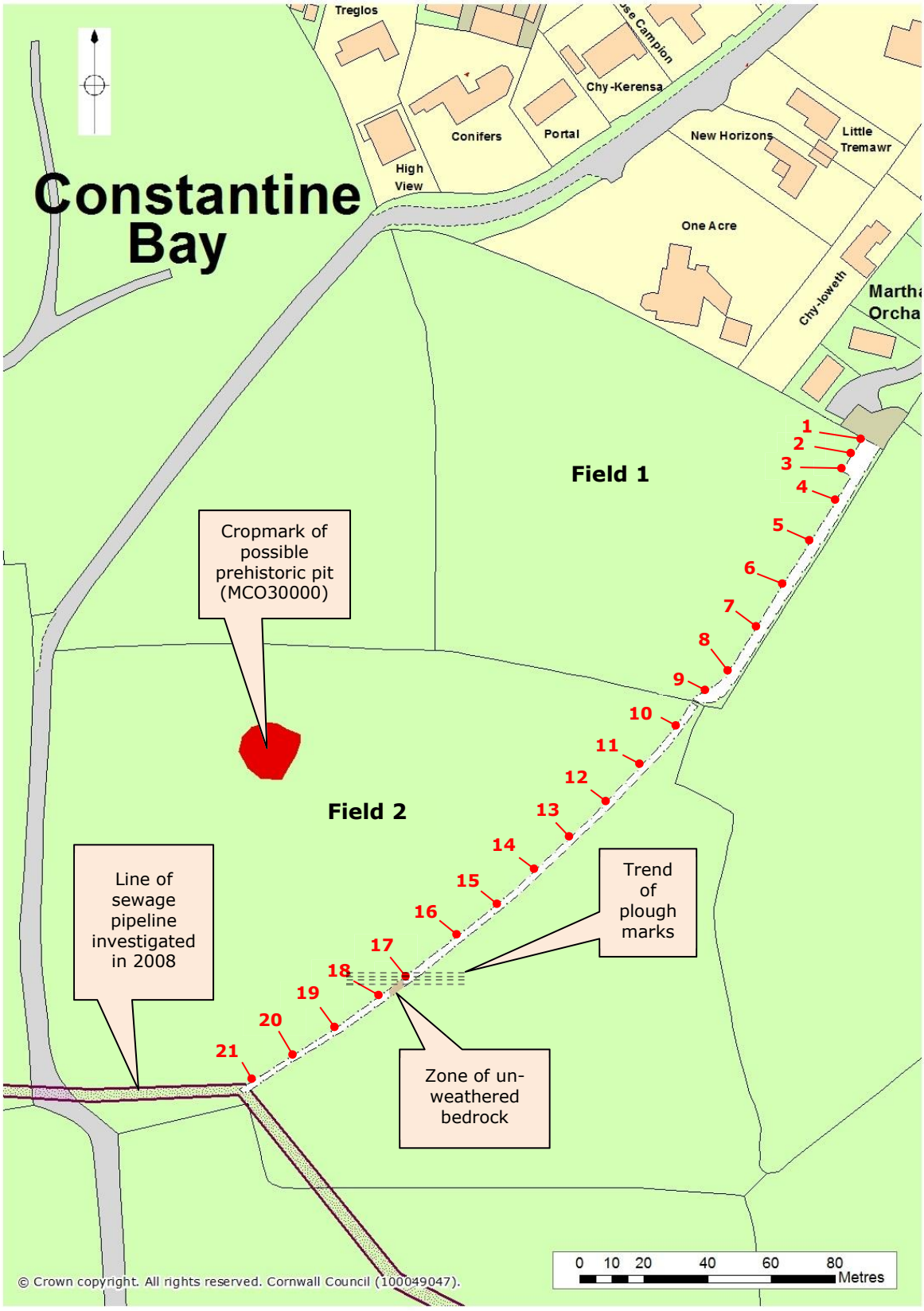

Figure 3. Site plan. Showing recorded features. Locations of soil profiles are in red.

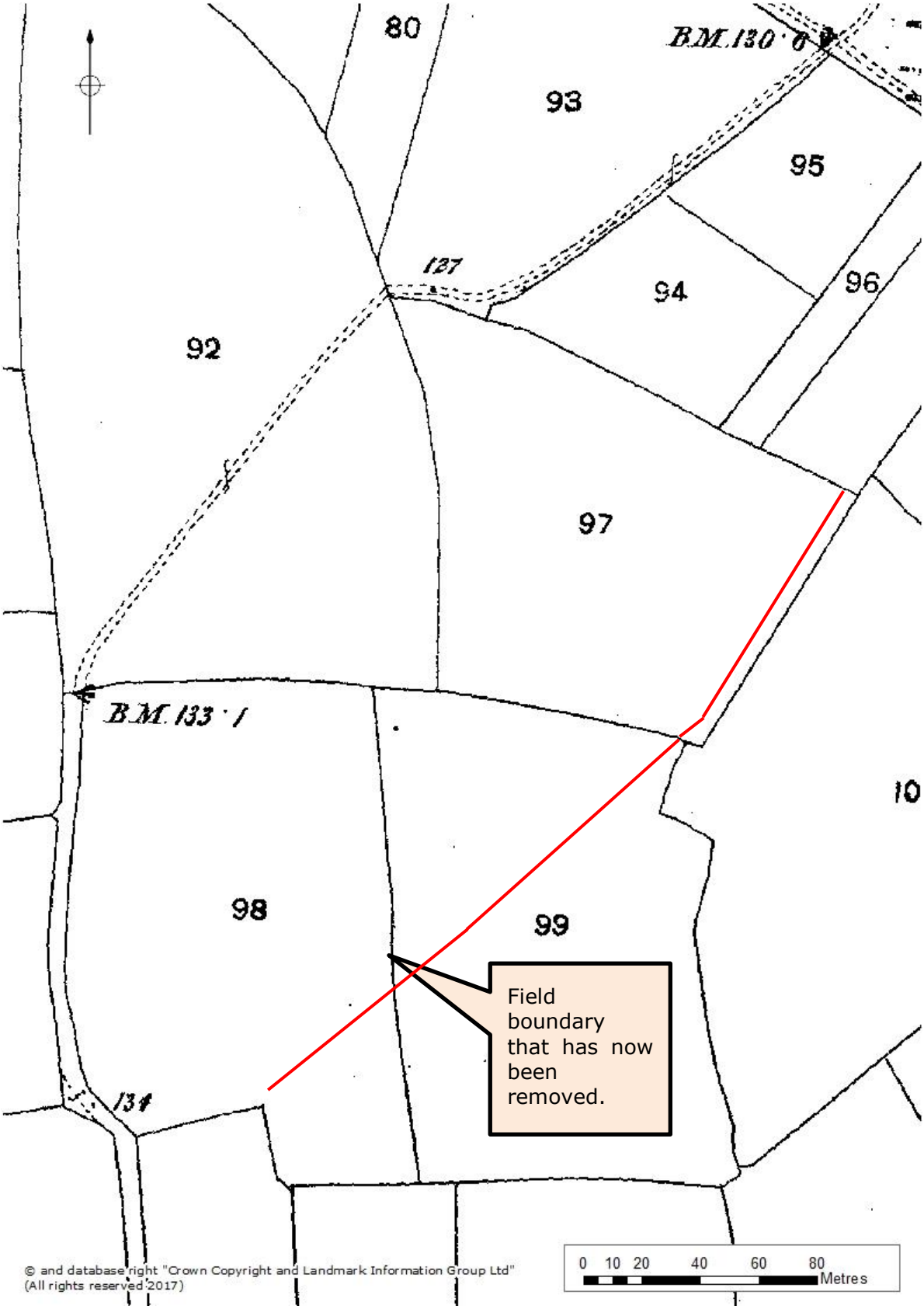

Figure 4. 1880 OS map. Trench line shown in red.

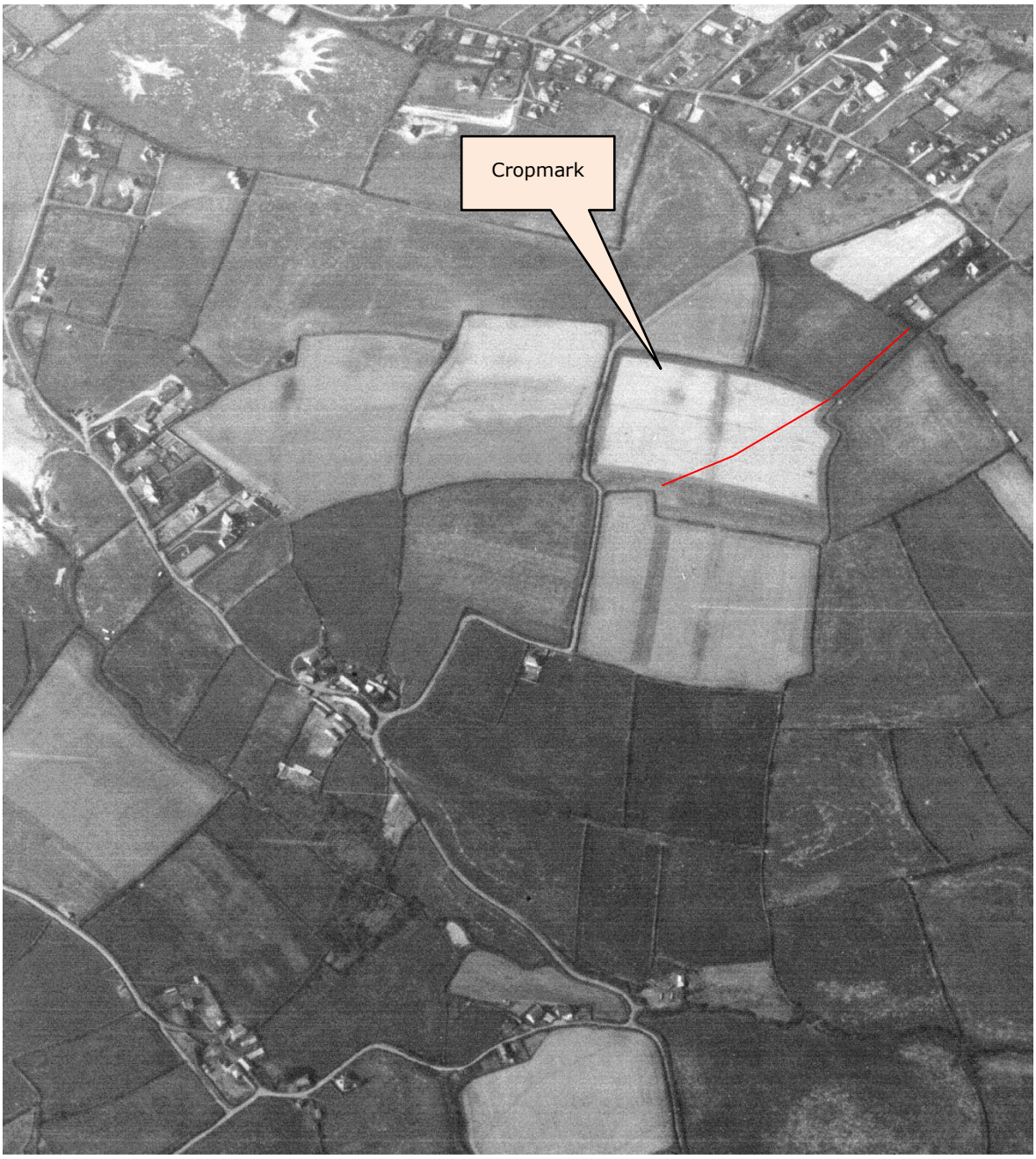

Figure 5. RAF Photograph 1947. Run b23. 1022 showing cropmark of possible prehistoric pit (MCO30000) within Field 2. Line of pipeline shown in red.

Figure 6. General view of trench in Field 1 looking north east.

Figure 7. General view of trench in Field 2 looking north east.

Figure 8. Plough marks running diagonally across the width of the pipeline corridor exposed in the trench in Field 2.

Figure 9. Field 1 artefacts including broken whetstone (top left).

Figure 10. Field 2 artefacts including flint tools (centre), worked stone, and pottery.

Figure 11. Field 2. Prehistoric potsherd in gabbroic admixture fabric, probably Bronze Age in date.

Figure 12. Field 2. Worked prehistoric flints including two side scrapers.

Figure 13. Field 2. Whetstone. Probably prehistoric in date.

Appendix 1. Tregarth, Constantine Bay, Cornwall: Written Scheme of Investigation for archaeological watching brief during groundworks for the installation of a new main sewer

Client: Kier Services

Client contact: Adrian Parker

Client tel: 01726 224400

Client email: Adrian/Parker@kier.co.uk

Project background

Cornwall Archaeological Unit (CAU) was contacted by Mr Adrian Parker of Kier Services (Utilities) on 20 September 2016 with a request for a cost schedule and associated method statement for undertaking an archaeological watching brief during trenching works associated with a new sewer to the south of Constantine Bay.

The line of the sewer trench runs from an existing main sewer at SW 86436 73995 north-eastwards to SW 96629 74206. The Historic Landscape Character of the fields which the pipeline crosses for a distance of 300m is recorded as Anciently Enclosed Land (Farmland Medieval).

The underlying bedrock consists of interbedded mid-Devonian mudstones, sandstones and siltstones; the superficial deposits at this location are recorded as blown sand (BGS data).

Cornwall Council's archaeological planning advisor has indicated that given the location of the sewer route adjacent to known archaeological sites and the proven archaeological potential of this area, a controlled soil strip and archaeological watching brief would be required during the groundworks phase of the development.

This Written Scheme for Investigation (WSI) outlines the aims and objectives, methods and timetable of the proposed watching brief to be undertaken during the excavation of the trenchline. The WSI should be approved by the HEP(AO), Cornwall Council before any works on site can be commenced.

Site history

The new section of sewer is 300mm in length and will traverse agricultural fields of Medieval origin to the south of the settlement of Constantine Bay. An archaeological watching brief undertaken in 2008 during trenching for the main sewer to the south of the current development area revealed a number of archaeological sites, including a pit containing Beaker pottery close to and to the south of the development area (Taylor 2008, CAU report 2008R106). The Cornwall and Scilly HER records the site of a pit (MCO30000) within the southern field. This was plotted by the National Mapping Programme and is thought possibly to be of prehistoric origin.

Project extent

The project area is as shown on the plan of the Tregarth, Constantine sewer route supplied to CAU by Kier Services on 20/09/2016 (Fig 1).

Aims and objectives

No specific brief has been produced which covers the aims and objectives of this watching brief, though the WSI has been guided by advice provided to the client by the relevant archaeological advisor to Cornwall Council's planners.

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.
- Establish the nature of previous human activity in this section of the Cornish landscape.
- Retrieve and identify any artefacts relating to the occupation or use of this section of the Cornish landscape.
- Determine the potential for the retrieval of palaeoenvironmental material which might assist in the dating of features exposed within the trench excavations or to throw light on the ecology of the area during prehistory.
- To provide further information on the archaeology of the landscape to the south of the settlement of Constantine Bay and the surrounding area from any archaeological remains encountered.

The project objective is to produce a report setting out the results of the archaeological 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.

Fieldwork: watching brief

The CAU Archaeologist will be on site during the initial stripping of the topsoil over all areas of the site which are to be developed. All topsoil removal will 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. Where identified, soils with apparent palaeoenvironmental potential will be bulk sampled.

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, Cornwall Council) and CAU. In the event that remains cannot be preserved *in situ* then full-scale excavation may be required. A contingency may need to 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 Senior Development Officer (Historic Environment, Cornwall Council) 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 the Regional Advisor for Archaeological Science.

If human remains are discovered on the site the Senior Development Officer (Historic Environment) 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) will 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

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 8MP 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
- 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. 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 remains 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 or potentially significant palaeoenvironmental deposits) it may be necessary to:

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

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 during early 2017. CAU will require adequate notice 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 Senior Development Officer (Historic Environment) or the relevant planning officer at Cornwall Council. The SDOHE or planning officer will monitor the work and should 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.

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.

Adam Sharpe BA MCIfA

Archaeology Projects Officer

20 September 2016

Cornwall Archaeological Unit

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