



Higher Tredis wind turbine, SheviocK, Cornwall

Archaeological watching brief



Report No	Report Name	Report Author
2011R018	Higher Tredis wind turbine, Sheviock	Anna Lawson-Jones

Event Type			
Watching brief			

Client Organisation	Client Contact
-	Dr B Mallett

Monuments (MonUID)					
-					

Fieldwork dates (From)	(To)	(Created By)	(Create Date)
February 14 th , 2011	February 14 th , 2011	Anna Lawson-Jones	February 18 th , 2011

Location (postal address; or general location and parish)

Higher Tredis, Sheviock, Torpoint, Cornwall

(Town - for urban sites)	(Postcode)
-	PL11 3ER UK

(Easting) X co-ord	(Northing) Y co-ord		
56196	35185		

List of Figures

- Cover illustration - Aerial photograph (2005) showing the area of the site.
- Figure 1 Location map.
- Figure 2 Site map with contours and HER identified sites in immediate area.
- Figure 3 Sheviock parish Tithe map extract (1841) showing the area prior to the removal of primarily medieval boundaries.
- Figure 4 Modern digital mapping showing the areas excavated.
- Figure 5 Excavation of the wind turbine footprint, showing ploughsoil overlying natural subsoil.
- Figure 6 Excavated cable trench running north from the wind turbine towards the house.



Historic Environment, Cornwall Council is a Registered Organisation with the Institute for Archaeologists

Project background

Historic Environment Projects, Cornwall Council were commissioned by Dr Brenda Mallet to undertake a programme of archaeological recording prior to the construction of a 5m square wind turbine site, linked to the house by a 110m long cable trench, at Higher Tredis, Sheviock.

The archaeological watching brief was required as part of planning condition (PA10/04698). This application has been approved subject to Condition 4 which states:

No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation to be submitted by the applicant and approved in writing by the Local Planning Authority in consultation with the County Archaeologist.

Phil Copleston (Historic Environment Planning Advice Officer, Cornwall Council) wrote a brief for archaeological recording – November 2010 (see Appendix 1), and Andy Jones produced a Written Scheme of Investigation in December 2010 (see Appendix 2).

The archaeological recording took place on February 14th, 2011. This report summarises the results of that fieldwork.

Site background

The site is located 2km north-west of Sheviock and 1.5km south-west of St Germans (Fig 1). It lies within a small pocket of land that has been classified as Anciently Enclosed Land of Medieval Farmland type. To the north is land classified as Plantation and scrubland. Cartographic sources show that trees nearest the site were planted between the 1840s and the 1870s. The site is surrounded by land to the south, east and west which has been classified as Modern Enclosed Land – in this instance Anciently Enclosed which has been altered during the 20th century by large scale hedge removal (compare the front cover and Fig 2 with Fig 3).

Nearby sites within the HBSMR (shown on Fig 2) include a number of NMP identified features (sites located using aerial photographs as part of the National Mapping Programme). The field with the turbine contains a fragmentary cropmark field system of probable medieval date (MCO44542, Fig 4), which runs east to west, to the immediate north of the wind turbine site. To the west is another field system - MCO44056, and a possible Bronze Age barrow (or possible circular quarry) - MCO3601. To the north-east and south-east are a further two post-medieval quarries – MCO44544 and MCO44545. Located less than 0.5km to the south is the early medieval and later settlement of Tredis – MCO17150, which was first recorded in 1342. The name is Cornish, and contains the element 'tre', meaning estate or farmstead, and an unknown personal name. The name 'Higher Tredis' relates to this place-name and refers to its topographic setting, while the house itself is of 20th century date. Further to the south-east is medieval Trewin (first documented in 1292), an 18th century house standing on the site of an earlier medieval one and an 1841 documented dovecote (MCO18042, MCO10990 and MCO10605).

Topographically the site is located on a north-north-east to south-south-west, 0.5 mile long ridge. The field itself drops gently from west to east, averaging a height of 110m above sea level, with wide ranging views out to the east and west. The underlying geology consists of Sandstone, Siltstone and Mudstone (digital mapping Physical geography layer). The site was under pasture at the time of carrying out the fieldwork.

Aims and objectives

The purpose of the archaeological watching brief was:

- To establish the presence/absence of archaeological remains and record archaeological features and deposits affected by the scheme.
- To 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 Higher Tredis from any archaeological remains encountered
- To deposit the archive with the relevant museum and disseminate the results of discoveries as a concise archive report.

Working methods

The area of the watching brief was stripped of topsoil under archaeological supervision using a machine fitted with a toothless bucket. The area was then inspected and recorded to an appropriate level by an HE Projects archaeologist.

Fieldwork

- The position of the wind turbine was marked out on site by the contractor.
- The soil was stripped cleanly down to the level at which archaeological features or layers were expected to be revealed, if present.
- The topsoil was scanned for finds.
- All disturbed areas revealed were targeted for further hand clearance.
- Minimal excavation was undertaken in order to assess archaeological significance and/or potential of these areas.
- The turbine area was marked on to a pre-prepared base. Annotation was added as required.
- Contexts were recorded to a standard format.
- Digital colour photography was undertaken.

Archiving

- The results from the fieldwork were collated as an archive (according to HE guidelines – see Appendix 2).
- The documentary archive will in due course be deposited with the Cornwall Record Office, but in the medium term will be stored at Pound and Co. All digital records have been filed on the Cornwall Council network.
- An English Heritage/ADS online access to the index of archaeological investigations (OASIS) record has been made.

Results

The archaeological watching brief took place on February 14th, 2011. It had been preceded by preliminary site works. The area of the wind turbine had already been lain out on the ground, and the route of the cable trench was marked out (Figs 4, 5 and 6). The wind turbine footprint measured approximately 5m square, and the cable trench was 0.6m wide and approximately 110m maximum long. The topsoil was mechanically removed by a toothless bucket down to a variable depth of approximately 0.45m, at which point the top of decaying geology was reached.

- The topsoil was recorded as a 0.3m deep mixed plough soil of mid to dark brown clay loam, with roots and very occasional small naturally present stones. This context was uniform throughout the 5m square wind turbine footprint, and along the entire length of the connecting trench. There were no finds of any date.
- The underlying subsoil was recorded as a probable former plough soil. It separated the current topsoil from the underlying geology, and was recorded as being 0.10-0.15m thick. It was composed of compact mid brown mixed clay loam, with a slightly higher stone content than the topsoil (the result of ploughed in natural). This layer was identified within the turbine footprint and the cable trench. Two shillet slab-like stones up to 0.4m in size (Fig 4) were noted lying centrally along the cable trench – approximately 10 apart, which could potentially have marked former medieval field divisions, although no associated stones, quarry ditch or differences in soil to either side was visible. There were no finds.
- The underlying natural geology varied. The wind turbine footprint and the linking southern-most 3m of the cable trench revealed pale, slightly orange, tan-coloured stony coarse-grained clay. The bulk of the cable trench revealed a stonier, decayed shillet of grey to pale tan colour.

No clearly archaeological features were revealed or disturbed during these works and no artefacts at all were recovered. The field appears to have seen prolonged ploughing in the past. There was little if any soil improvement, either through the introduction of lime and/or sand to reduce acidity and improve drainage, or the use of kitchen midden material to increase soil fertility – all of which will normally leave some evidence.

References

Primary sources

Tithe Map and Apportionment, c1840. *Parish of Sheviock*- microfiche copy at HE
 Ordnance Survey, c1880. *25 Inch Map* First Edition - licensed digital copy at HE
 Ordnance Survey, c1907. *25 Inch Map* Second Edition-licensed digital copy at HE
 Ordnance Survey, 2007. *Mastermap Digital Mapping*

Publications

Cornwall County Council, 1996. *Cornwall Landscape Assessment 1994*, Cornwall County Council: Truro

Project archive

The HE project number is **2011015**

The project's documentary, photographic and drawn archive is housed at the offices of Historic Environment, Cornwall Council, Kennall Building, Old County Hall, Station Road, Truro, TR1 3AY. The contents of this archive are as listed below:

1. A project file containing site records and notes, project correspondence and administration.
2. Digital photographs stored in the directory ..\Images\Sites Q-T\Sheviock-Higher Tredis-2011015
3. English Heritage/ADS OASIS online reference: cornwall2-95503

This report text is held in digital form as: G:\CAU\HE Projects\Sites\Sites S\Sheviock, Higher Tredis WB report-2011015

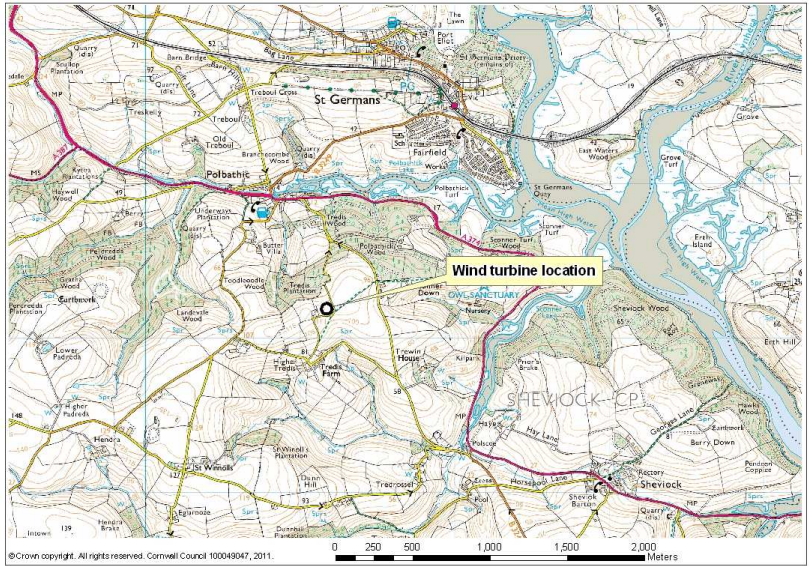


Fig 1 Location map showing the site.

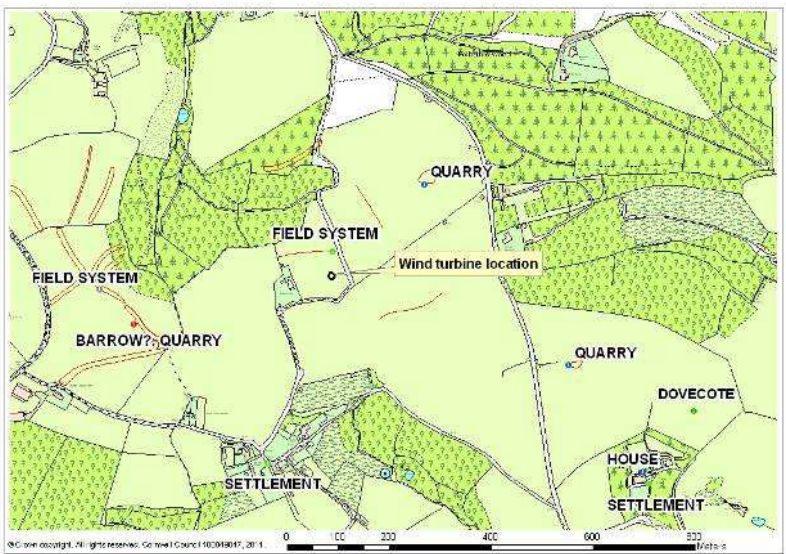


Fig 2 Map showing HBSMR identified sites within the immediate vicinity.

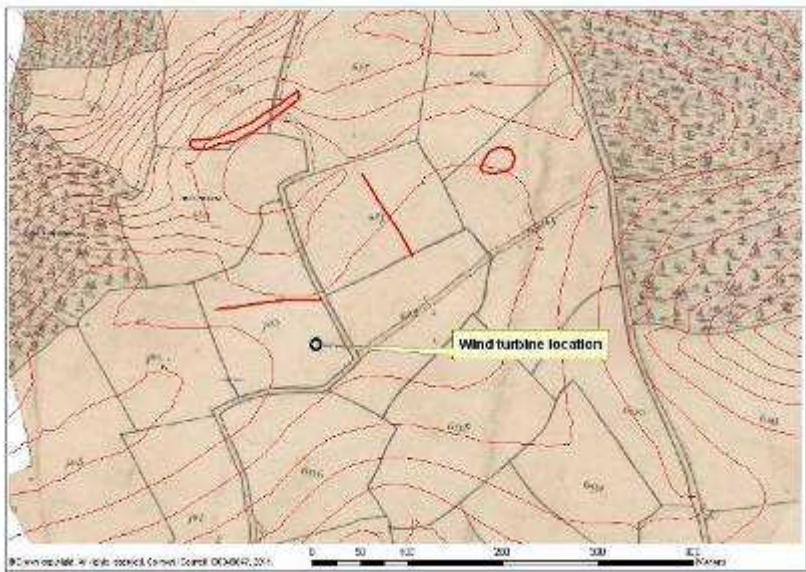


Fig 3 1841 Tithe map extract from Sheviok Parish, showing the site, NMP (aerial photographic) identified sites and the natural contours.

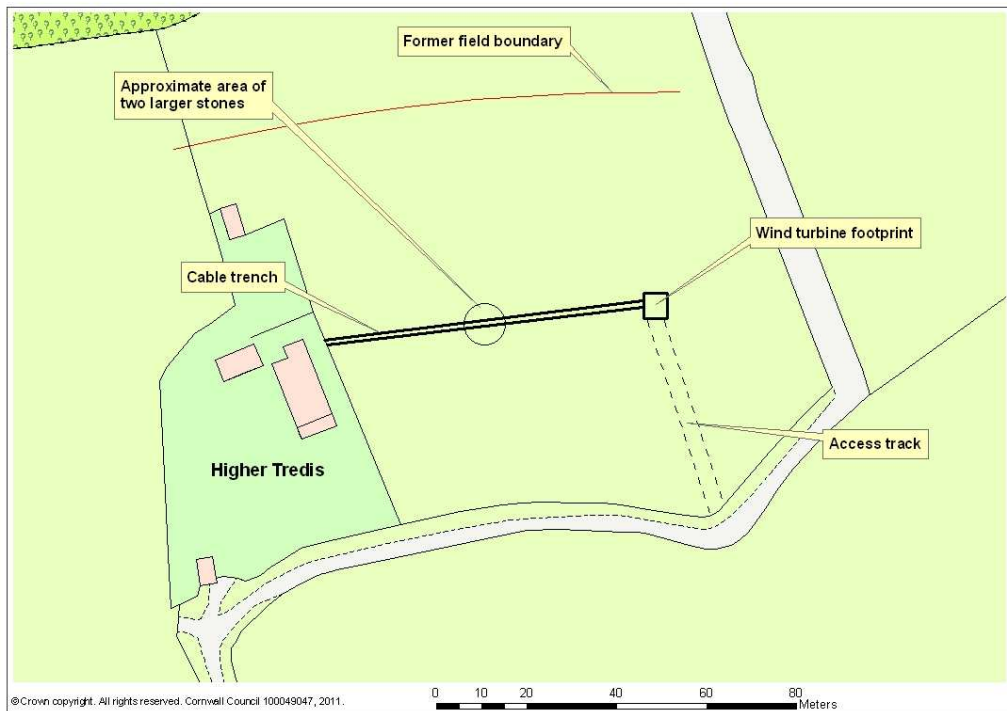


Fig 4 Modern digital mapping showing the areas excavated.



Fig 5 Excavation of the wind turbine footprint, showing ploughsoil overlying natural subsoil.



Fig 6 Excavated cable trench running east from the house towards the turbine.

Appendix

Appendix 1

BRIEF FOR ARCHAEOLOGICAL RECORDING

Date: 30 November 2010
Address: Higher Tredis, Sheviock, Torpoint, Cornwall, PL11 3ER
Site: Land to the east of Higher Tredis farmhouse
Applicant: Dr Bennie Mallett, Higher Tredis, Sheviock, Torpoint, Cornwall, PL11 3ER
Agent: Mr Michael Gordon, Segen Ltd., Citylab, 4-6 Dalton Square, Lancaster, Lancashire, LA1 1PP
Historic Environment Planning Advice Officer: Phil Copleston, Historic Environment Service, Cornwall Council, Room 82, Luxstowe House, Liskeard, Cornwall, PL14 3DZ Tel. 01579 341406, Email: pcopleston@cornwall.gov.uk

Local Planning Authority Officer: Matthew Doble, Planning Officer, Luxstowe House, Liskeard, Cornwall, PL14 3DZ

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

Contractors Written Scheme of Investigation (WSI)

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

1 Introduction

This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording in the form of a 'watching brief' during the early phases of groundwork at Higher Tredis, Sheviock, to discharge condition 5 of planning application PA10/04698 placed on the development.

2 Site Location and Description

The site located in a field to the east of Higher Tredis, centred on Ordnance Survey grid reference SX 35186 56190.

3 Planning Background

Planning application PA10/04698 was submitted on the 23 July 2010 for the installation of a 11kw Gaia turbine on a free-standing 18m high steel mast. This application has been approved subject to five conditions. Condition 5 states:

No development shall take place within the development area to be developed until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the Local Planning Authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of Planning Policy Statement 5 'Planning for the Historic Environment'.

4 Archaeological Background

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER) as characterised as 'Anciently Enclosed Land' within a high probability of buried archaeological survival. Archaeological and historic features with a ½ km catchment area include: an Early Medieval field system (MCO44542) 50m north of the turbine location; the site of a Post Medieval quarry (MCO44544) 250m to the northeast; a possible cropmark of a barrow (prehistoric burial mound) visible on aerial photographs (MCO3601) 400m to the west; an undated field system (MCO44056) 350m to the west; and the Grade II Listed Tredis House with attached barn and wall (DCO3515) 280m to the southwest. As far as is known, no archaeological investigations specifically focused on the development area have previously been carried out.

5 Requirement for Work

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

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 Higher Tredis from any archaeological remains encountered

6 General Methodology

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

7 Archaeological Recording Methodology

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

8 Finds

- 8.1 All finds, where appropriate, will be retained from each archaeological context excavated.
- 8.2 All finds, where appropriate, shall be washed.
- 8.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.
- 8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.

- 8.5 The requirements for conservation and storage shall be agreed with the Royal Cornwall Museum prior to the start of work, and confirmed in writing to the HEPAO.
- 8.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 8.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 8.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 8.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

9 Human Remains

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

10 Results

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

11 Archive Deposition

- 11.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the appropriate museum.
- 11.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Cornwall Record Office and with the Courtney Library of the Royal Institution of Cornwall.

- 11.3 The archive including a copy of the written report shall be deposited with the Royal Cornwall Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- 11.4 Where there is only a documentary archive this will be deposited with the Cornwall Record Office as well as the Courtney Library of the Royal Institution of Cornwall.
- 11.5 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.
- 11.6 A summary of the contents of the archive shall be supplied to the HEPAO.
- 11.7 Only on completion of 11.1 to 11.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.
- 12 Monitoring**
- 12.1 The HEPAO will monitor the work and should be kept regularly informed of progress.
- 12.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.
- 12.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

Appendix 2

Written Scheme of investigation for Archaeological Mitigation at Higher Tredis, Shevioc Wind turbine site

1. Introduction

1.1 Background

Historic Environment Projects, Cornwall Council have been requested by Dr Bennie Mallet, to provide a project design and estimate for a programme of archaeological recording ahead of the construction of a wind turbine site at Higher Tredis, Shevioc.

The proposed turbine base will cover an area of approximately 5m square. It will be linked with a trench measuring 110m to the farmhouse. These investigations are required as part of planning condition (PA10/04698). The condition contains the following words:

'No development shall take place within the development area to be developed until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the Local Planning Authority'.

Phil Copleston (Historic Environment Planning Advice Officer, Cornwall Council) has produced a brief for archaeological recording (30/11/10).

1.2 Historical background

The development area is situated within an area which has been classified as being "Anciently Enclosed Land Altered in the 20th Century" (Cornwall council 1996). "Anciently Enclosed Land Altered in the 20th Century" frequently contains buried archaeological remains dating to prehistoric and later periods. Archaeological and historic features within the vicinity of the turbine site include a possible crop-mark of a barrow visible on aerial photographs, and a field system of medieval origin.

Sites, in the vicinity, which have been identified on the Historic Buildings, Sites and Monuments Record (HBSMR), include:

- A crop-mark of a possible Bronze Age barrow site (MCO3601) is located to the west of the turbine site.
- The settlement of Tredis, which is of medieval origin, lies to the south of the development area (MCO1715).
- A field system of medieval origin (MCO44542) is located to the north of the turbine location and; an undated field system (MCO44056) lies to the west.
- The site of a post medieval quarry (MCO44544) lies to the northeast of the proposed development.

Given the proximity of the development area to known archaeological sites, there is potential for buried archaeological sites to survive within the project area and there is the scope for the survival of previously unrecorded archaeological remains and artefacts of all periods.

2. Aims and objectives

- To ensure that the site works are carried out in such a way as to allow recording as set out in this Written Scheme of Investigation.
- To establish the presence/absence of archaeological remains and record archaeological features and deposits affected by the scheme.
- To 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 Higher Tredis from any archaeological remains encountered
- To deposit the archive (including any finds) with the relevant museum and disseminate the results of discoveries as a concise archive report and, if merited, wider publication.

3. Methodology

The archaeological programme will follow five stages: fieldwork; archiving; assessment; analysis; final publication.

3.1 Fieldwork

3.1.1 Archaeological Recording

The soil strip should be carried out under archaeological supervision using a machine fitted with a toothless bucket. The soil will be stripped cleanly to a level at which archaeological features or layers can be expected to be revealed (ie, top of the "natural"). Machines will not run over the stripped area 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 an HE Projects 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 Historic Environment Planning Advice Officer and HE Projects. **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 Historic Environment Planning Advice Officer and HE Projects.

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: scaled monochrome photography will be used as the main record medium, with colour digital images used more selectively and for illustrative purposes. This will include both general and site specific photographs. Photographs should have a scale and detailed ones should include a north arrow.
- Drawings and photographs will be recorded in a register giving details of feature number and location.
- Sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within significant archaeological features (ditches and pits, etc) will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Regional Advisor for Archaeological Science).
- If human remains are discovered on the site the Historic Environment Planning Advice Officer 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.

3.2 Treatment of finds

The archaeological fieldwork may produce artefactual material.

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

3.3 Archiving

Following review with the HE Project Manager the results from the fieldwork will be collated as an archive. This will involve washing and cataloguing of finds, the indexing and cross-referencing of photographs, drawings and context records.

All finds, etc will be stored in a proper manner (being clearly labelled and marked and stored according to HE guidelines).

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

3.4 Archive report

The results from the fieldwork will be presented in a concise report. Copies of the report will be distributed to the Client, the County Archaeologist and the local and main archaeological record libraries. A PDF copy of the report will be produced.

This will involve:

- producing a descriptive text;
- producing maps and line drawings;

- selecting photographs;
- report design;
- report editing;
- dissemination of the finished report;
- deposition of archive and finds in the Royal Cornwall Museum, Truro.

The report will have the following contents:

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

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

3.5 Assessment/analysis

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

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

- Consult with the Historic Environment Planning Advice Officer over the requirements for assessment, analysis and reporting.
- Liaise with specialists (eg, artefacts) to arrange for assessment of the potential for further analysis and reporting.
- Arrange for specialist analyses, where appropriate.

3.6 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 (eg, *Cornish Archaeology*).

4. Monitoring

- This written scheme of investigation will need to be approved by the Planning authority.
- The recording exercise will be monitored. The Historic Environment Planning Advice Officer should be informed 1 week in advance of the intention to start the recording.
- HE Projects will liaise with the Historic Environment Planning Advice Officer to advise on the programme and progress of work, and agree site meetings as required.
- A summary of the results will be presented to the Historic Environment Planning Advice

Officer within 1 month of the completion of the fieldwork.

- In the event that significant remains are encountered an updated project design will be agreed with the Historic Environment Planning Advice Officer.

5. Project Staff

An experienced archaeologist employed by HE will carry out the archaeological fieldwork.

The report will be compiled by experienced archaeologist(s) employed by HE.

Relevant experienced and qualified specialists will be employed to undertake appropriate tasks during the assessment and analysis stages of the project.

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

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

6. Timetable

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

7. Health and safety during the fieldwork

7.1 Health and safety statement

Historic Environment is within the Environment, Planning and Economy Directorate of Cornwall Council. The HE projects team follows Cornwall Council's *Statement of Safety Policy*. For more specific policy and guidelines the Unit uses the manual *Health and Safety in Field Archaeology* (2002) endorsed by the Standing Conference of Archaeological Unit Managers.

Prior to carrying out any excavations HE will carry out a risk assessment

8. Insurance

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

9. Standards

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

As part of Environment, Planning and Economy Directorate of Cornwall Council, the HE projects team has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

10. Copyright

Copyright of all material gathered as a result of the project will be reserved to the Environment, Planning and Economy Directorate of Cornwall Council. Existing copyrights of external sources will be acknowledged where required.

This project design and estimate is the copyright of Historic Environment, Cornwall Council.

Use of the material will be granted to the client.

11. Freedom of Information

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

Notes

- It is assumed that the client will supply the mechanical excavator. The cost is not included in the attached estimate.

- The client will be responsible for the Health and Safety arrangements onsite.
- In the event that human remains are uncovered the client will ensure that appropriate screening is put in place.
- The post excavation programme (assessment, analysis and reporting) will need to be reviewed in the light of the fieldwork.

Dr Andy Jones 16/12/10
Historic Environment Projects
Cornwall Council
Kennall Building
Old County Hall
Station Road
Truro
TR1 3AY
Tel: 01872 323691