

**3 Market Place,  
St Columb Major,  
Cornwall**

**Level 2-3 Historic Building  
Recording and Archaeological  
Watching Brief**



*Photo curtesy of Silverlake Design*

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ISCA Project: **P02-0013**

ISCA Report: **R02-0013-1**

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**Project Name:** 3 Market Place  
**Location:** St Columb Major, Cornwall  
**Type:** Level 2-3 Historic Building Recording and Archaeological Watching Brief  
**National grid reference (NGR):** SW 91315 63633  
**Planning authority:** Cornwall Council  
**Planning Application:** PA21/09629  
**Proposed date of fieldwork:** TBC  
**Site Code:** MPC22  
**Location of Archive:** Royal Cornwall Museum  
**Museum Reference Code:** TBC  
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## SUMMARY

This Written Scheme of Investigation has been prepared by ISCA Archaeology on behalf of Silverlake Design Ltd. It sets out a proposed methodology and programme of works for a Level 2 Historic Building Recording and an Archaeological Watching Brief at 3 Market Place, St Columb Major, Cornwall, and subsequent analysis and reporting as required as part of the planning condition. Should the Historic Building Recording identify building elements of significant heritage value, the scheme shall expand to include an assessment equivalent to a Level 3 as specified by Historic England in its publication; *Understanding Historic Buildings: A Guide to Good Recording Practice (2016)*.

The existing building is Grade II listed and is located within the medieval core of St Columb and within the St Columb Conservation Area. The property may contain elements from the 16th century, although it appears to have undergone either substantial remodelling or a complete rebuild in the late 19th century. The proposal for the building is refurbishment from existing commercial use for new use as a Post Office. In addition to the Historic Building Recording to record the historic fabric of the building, a programme of archaeological monitoring and recording will be

implemented during any belowground/floor works to allow for the identification, investigation and recording of any exposed archaeological or artefactual deposits.

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**Figure 1:** Site Location

**Figure 2:** St Columb Tithe Map 1840 (from Silverlake Design 2021)

**Figure 3:** Watercolour published in Henderson (1930) (from Silverlake Design 2021)

## **1. INTRODUCTION**

- 1.1. This document sets out details of a *Written Scheme of Investigation* (WSI) by ISCA Archaeology (ISCA) for a Level 2-3 Historic Building Recording and an Archaeological Watching Brief at 3 Market Place, St Columb Major, Cornwall (henceforth referred to as ‘the Site’), centred at NGR SW 91315 63633 (Fig. 1). The Historic Building Recording and Archaeological Watching Brief has been commissioned by Silverlake Design Ltd as part of a planning application: PA21/09629. The WSI sets out the methodology for the archaeological works in conjunction with proposed works, and for related off-site analyses and reporting. The WSI and the schedule of work therein were drawn up in consultation with Cornwall Council’s Historic Environment Planning – Archaeology (HEP (Arch)).
- 1.2. The existing Grade II Listed Building (NHLE 1144066) lies within the medieval core of St Columb and within the St Columb Conservation Area, and may contain elements from the 16th century, although it appears to have undergone either substantial remodelling or a complete rebuild in the late 19th century. The proposal for the building is refurbishment for new use as a Post Office, from previous commercial use. This redevelopment will involve disturbance, and in some cases loss of existing historic fabric. Any belowground or below floor disturbance may also be likely to affect any buried features or remains.
- 1.3. Archaeological and Historic Building Recording work within the Site will take the form of a combined programme of works involving a Historic Building Recording (HBR) and an Archaeological Watching Brief. The HBR will involve a Level 2 ‘descriptive record’ of the Grade II Listed Building with the possibility of expanding to include a Level 3 ‘analytical record’ should the aforementioned appraisal identify building elements of significant heritage value (see Section 4 below). A programme of archaeological monitoring and recording will be implemented during any alteration of the upstanding fabric and/or any below ground/floor works (service trenching, etc.) to allow for the identification, investigation and recording of any exposed building fabric, archaeological or artefactual deposits associated with the renovation of existing building (see Section 5 below). The results of the fieldwork and any post-excavation analysis undertaken will be presented in a detailed and illustrated report.

- 1.4. The HBR element of this WSI has been guided in its methodology by *Understanding Historic Buildings: A Guide to Good Recording Practice* (Historic England, 2016). The initial 'Level 2' HBR has been informed by Section 5.2.1 of this document, which states:

'This is a descriptive record, made in similar circumstances to Level 1 but when more information is needed. It may be made of a building which is judged not to require a more detailed record, or it may serve to gather data for a wider project. Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based' (Historic England, 2016).

Should the results of the initial HBR element warrant further investigation, the methodology for the 'Level 3' HBR has been informed by Section 5.3.1 of the same document, which states:

'Level 3 is an analytical record, and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis' (Historic England, 2016).

- 1.5. This WSI has been guided in its composition by *Standard and Guidance for Archaeological Watching Briefs* (ClfA 2020), *Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation* (Historic England 2015) and *Management of Research Projects in the Historic Environment: Project Manager's Guide* (Historic England 2015), and in accordance with paragraph 199 of the *National Planning Policy Framework* (2019), and the *Cornwall Local plan Policy 24*, which states:

'Development proposals will be permitted where they would sustain the cultural distinctiveness and significance of Cornwall's historic...environment by protecting, conserving and where appropriate enhancing the significance of designated and non-designated assets and their settings.' (Cornwall Council, 2016).

1.6. Furthermore, this WSI has been informed and guided by HEP (Arch) (dated 16 December 2021) which stated that:

‘if consent is given, that a single archaeological recording condition of sections A-D inclusive which includes words recommended by the Association of Local Government Archaeological Officers (ALGAO), as follows:

- 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
  - 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’.

1.7. The HEP (Arch) has also concluded that:

‘The proposal is for refurbishment and conversion of the existing building to new uses, which will involve disturbance and, in some cases, loss of existing historic fabric. Some below-ground or below-floor disturbance may also be required likely to affect any buried features or remains. The submitted photographs indicate that the property is currently vacated and with some exposure of underlying historic fabric visible. This may provide a suitable opportunity to record such historical evidence in detail as well as a record of the overall structure at this point in time.’

‘We therefore consider it prudent that an Archaeological Building Recording and an Archaeological Watching Brief should be carried out prior to further alteration (upstanding fabric) or during the early stages of groundworks (below-ground works, service trenching etc.). The structural recording should include the whole building to provide context, not just of those elements to be removed or altered.’

‘A single archaeological Written Scheme of Investigation should be submitted to cover both structural above-ground and below-ground elements of the recording work to ensure consistency of approach and creation of a single project archive. Digital recording and reporting of results is now required.’

‘This recording should be undertaken by a suitably qualified archaeological organisation or individual, and subject to a Condition attached to planning consent. This is in accordance with the provisions of NPPF (July 2021) Chapter 16, paragraph 205, and Cornwall Council Local Plan Policy 24.’

‘A pre-commencement condition is necessary due to the need to ensure a programme and methodology of site investigation and recording of archaeological features is undertaken before physical works commence on site, and to properly comply with the requirements of paragraph 205 of the National Planning Policy Framework 2021.’

### **The Site**

- 1.8. The existing building is a Grade II Listed Building located at the heart of the medieval core of St Columb Major and within the St Columb Major Conservation Area. The property has been used as an estate agent, with associated offices above, for the past 50 years. The building is



immediately adjacent (and in some cases attached) to other Grade II buildings, and Grade II\* and Grade I buildings (Fig. 1).



**Figure 1:** Site Location

- 1.9. The bedrock geology of the Site is mapped as Mudstone, Siltstone and Sandstone of the Bovisand Formation. A Sedimentary bedrock which formed approximately 393 to 411 million years ago in the Devonian Period, in a local environment previously dominated by shallow seas (BGS 2022).



## 2. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

2.1. The Site has been the subject of a Heritage Statement and Heritage Impact Assessment (Silverlake Design 2021). The following sections utilise information contained in that document, which should be referred to for full archaeological and historical details and information contained within the <https://www.heritagegateway.org.uk/gateway> (accessed 15 March 2022).

### ***PREHISTORIC (10000BC – 43AD)***

2.2. Evidence of prehistoric land use exists on the site of the Grade I listed St Columb Major church, located directly to the north of the property. The medieval church is constructed on a slight rise, and it has been suggested that this may be a reused round which could be of Iron Age origin (HER 21607), the basis for which is that churches were often built on previously important sites. However, no further evidence such as findspots or archaeological features, have been discovered in proximity which would support this claim.

### ***EARLY MEDIEVAL AND MEDIEVAL (410AD – 1539AD)***

2.3. St Columb Major is first mentioned in a church return of 1256, recorded as '*de sancta Columba Majorie*'. The church, settlement and parish, among the largest in Cornwall, takes its name from St Columba (NHLE 1144068). Columba is considered to be among the 6th century AD Christian missionaries who arrived in Cornwall and Devon, probably from Ireland. It is suggested the church of St Columba, the most prominent building of the townscape, lies within a lann enclosure. This form can be indicative of an early Christian foundation.

2.4. A number of Early Medieval findspots exist in close proximity to the medieval church c. 50m to the north of the Site. These findspots provide evidence to the interpretation that the church represents the location of an earlier Christian site. These include two coffin slabs which rest against the west wall of the church tower (HER 21589) and a wheel-headed four-hole cross with a broken shaft, likely dating to the 10th century, standing to the east of the church (HER 21585).

2.5. The town of St Columb Major underwent a degree of expansion during the patronage of the Arundell family during the late 13th and early 14th centuries. Written record demonstrates that a charter was granted to the Arundell family to hold a weekly market and annual fair at the manor of St Columba Magna during the reign of Edward III (c. 1333). The annual fair lasted for three days incorporating the vigil, feast, and morrow of St Columba the Virgin. It

is entirely plausible this Charter legitimised a fair and market that had been established for centuries. The Charter was confirmed by Elizabeth I in 1564 under the great seal, and in favour of, John Arundell.

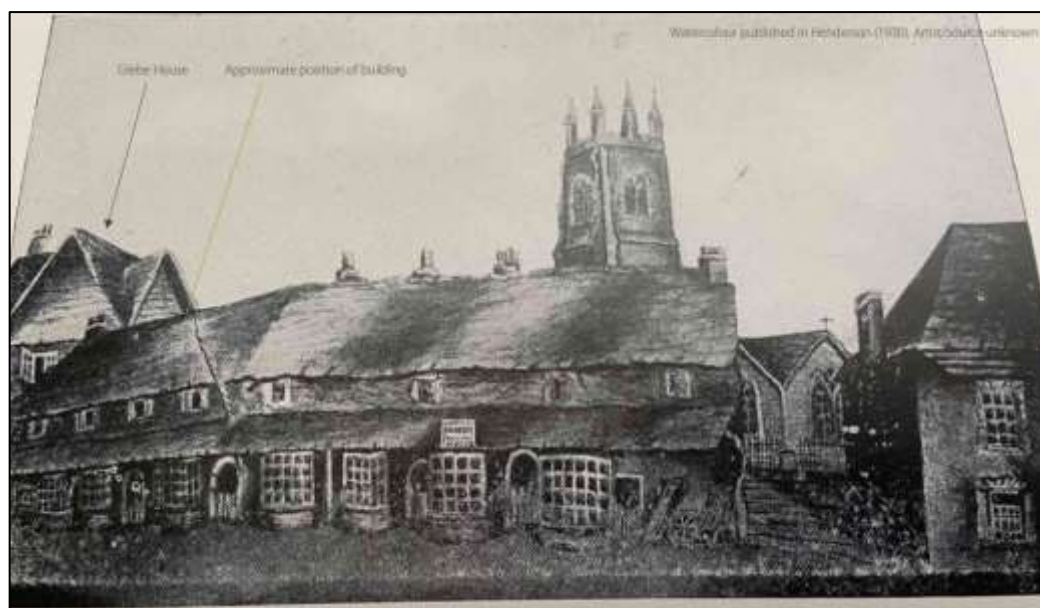
**POST-MEDIEVAL AND MODERN (1540AD – 2000AD)**

- 2.6. The area of townscape is, to a great extent, faithful to the street plan established during the medieval market town period. Many buildings with facades consistent with the 19th or early 20th centuries may retain fabric associated with earlier phases of development. In respect to the upstanding built form within the Site, a building is present on the 1840 St Columb Tithe Map (Fig. 2) and was identified by a 2021 Heritage Statement (Silverlake 2021). The Heritage Statement identified that the earliest phases of the building likely date to the 16th century, and that these are probably the buildings observed by an undated watercolour reproduced in Henderson (1930) (Fig. 3).



**Figure 2:** St Columb Tithe Map 1840 (from Silverlake Design 2021)

- 2.7. Precisely when these changes occurred is unclear. A census from 1851 seems to indicate the historic buildings remained at that time and showed no obvious change in character of occupation until 1881 when only two households are listed occupying dwellings that may be consistent with the current buildings present on Site.



**Figure 3:** Watercolour published in Henderson (1930). (from Silverlake Design 2021)

### 3. AIMS AND OBJECTIVES

#### ***HISTORIC BUILDING RECORDING (HBR)***

- 3.1. The HBR is intended to provide an introductory description followed by a systematic account of the building's origin, development, and use. The elements of the structure informing the results of the analysis will be discussed, such as the structural components or plan form which has led to the interpretation of the building.
- 3.2. A drawn record will include the extant structure, with a phase plan allowing the historic development to be visually accessible. A separate newly drawn record may only be necessary if a suitable existing architectural drawing (for instance, an architect's drawing) is not available for annotation for HE Level 2-3 recording. Annotated architects' drawings are usually adequate for such annotations and for indicating structural phasing. Otherwise, should such architect's drawings prove inaccurate or not available, then a newly made drawing may be prepared, or for the purposes of detailed illustration. A full photographic register, accompanying the digital photographic record, will be included as an appendix to the final report. In addition to providing background evidence for any future work, the illustrative record is intended to support the historical analysis.
- 3.3. The report will seek to investigate how much (if any) of the original c. 16th century ground floor layout remains *in situ*, the state of preservation of these elements, and a full recording

of all other elements of the building, in order to understand the phasing and a plausible timescale for when changes to the building took place.

The report will aim to fulfil the following research questions and objectives:

- ❏ To what extent elements of the c. 16th century ground floor layout remains *in situ*, and the current state of preservation of these elements;
- ❏ A full recording of all other elements of the building with a goal to develop phasing and plausible timescales for when changes to the building took place; and
- ❏ To assess the significance of the various phases of the Listed Building and the contribution made by its setting to the local historic environment.

3.4. These objectives will help secure the optimum viable use for the building's long-term conservation and assess its capacity for change. The significance of the building will be assessed and described, in accordance with paragraph 189 of the NPPF (2021), the guidance issued by ClfA (2017), *Historic Environment Good Practice Advice in Planning Note 2* (Historic England 2015) and *Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets* (Historic England 2019). Determination of significance will be undertaken according to the industry-standard guidance on assessing heritage value provided within *Conservation Principles* (English Heritage 2008). This approach considers heritage significance to derive from a combination of discrete heritage values, principal amongst which are:

- i) evidential (archaeological) value,
- ii) historic (illustrative and associative) value,
- iii) aesthetic value,
- iv) communal value, amongst others.

#### **ARCHAEOLOGICAL WATCHING BRIEF**

3.5. The aims and objectives of the Archaeological Watching Brief are to determine the presence or absence of archaeological deposits and/or remains, and if present, to record the character, date, location and preservation of any archaeological remains on site, and to record the nature and extent of any previous damage to archaeological deposits or remains

on site. This information will enable HEP (Arch) to identify and assess the particular significance of any archaeological heritage assets noted, and to consider the potential impact of the proposed groundworks upon that significance and, if appropriate, develop strategies to avoid or minimise conflict between heritage asset conservation and the development proposal, in line with the National Planning Policy Framework (DCLG 2012).

#### **4. METHODOLOGY – HISTORIC BUILDING RECORDING (HBR)**

- 4.1. In accordance with the Historic England guidance, the HBR survey will comprise of a Level 2 ‘descriptive record’ of the Grade II Listed Building. A ‘Level 2’ survey is defined within the Historic England publication ‘*Understanding Historic Buildings; A guide to good recording practice*’ (Historic England 2016). Both the exterior and interior of the building will be seen, described and photographed. The examination of the building will produce an analysis of its development and use and the record will include the conclusions reached, but it will not discuss in detail the evidence on which this analysis is based. A plan and sometimes other drawings may be made but the drawn record will normally not be comprehensive and may be tailored to the scope of a wider project.
- 4.2. In this instance, should significant remains of a precursor building be identified within the building fabric, the HBR will expand to include an investigation consistent with a ‘Level 3’ record as defined within ‘*Understanding Historic Buildings; A guide to good recording practice*’ (Historic England 2016). A ‘Level 3’ record will comprise an introductory description followed by a systematic account of the building’s origins, development, and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building’s appearance and structure and to support a historical analysis. The proposal to refurbish and convert the existing building to new uses will involve the disturbance and, in some cases, loss of existing historic fabric.
- 4.3. The information contained in the record will for the most part have been obtained through an examination of the building itself. The documentary sources used are likely to be those which are most readily accessible, such as historic Ordnance Survey maps, trade directories and other published sources. The record may contain some discussion of the building’s broader stylistic or historical context and importance.

- 4.4. Should the project be expanded to include a 'Level 3' HBR, a selection of archival material pertaining to the Site will be consulted in person at Kresen Kernow. There may be other relevant material held by the National Archives, other local repositories, and in private collections, although the information available from the sources addressed is considered sufficient to understand historical development within the Site for the purposes of this assessment.
- 4.5. As per the above guidance, the Level 2-3 Drawn Record will include:
- ❏ A site and location plan, incorporating annotations showing the location and direction of photographs; and
  - ❏ A floor plan and elevations of the building
- 4.6. The Level 2-3 Photographic Record will include:
- ❏ A general view / views of the building in its wider setting;
  - ❏ The building's external appearance; and
  - ❏ The overall appearance of the interior spaces, with specific images highlighting significant features and fabric, including any fixtures which may give evidence of former uses.
- 4.7. The Level 2 Written Record will include:
- ❏ The precise location of the building both as an address and in the form of a National Grid reference;
  - ❏ Introductory text on the development of the building and the historic context in which it is located, including historic cartography;
  - ❏ The date when the record was made, the name of the recorder and the location of any archive material;
  - ❏ A summary of the building's internal and external forms, plan form, features and fabric, its materials and possible dates; and
  - ❏ A summary of the building's form, function and sequence of development, as well as any discernible associations;
- 4.8. Should the investigation lead to a Level 3 HBR, the Written Record will be expanded to include:
- ❏ An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations;



- ❏ A discussion of the building's past and present relationship to its setting: its relationship to local settlement patterns or other man-made features in the landscape; its part in a larger architectural or functional group of buildings; its visual importance as a landmark;
- ❏ An analysis of a circulation pattern or of a decorative or liturgical scheme and any fixtures, fittings, plant or machinery associated with the building, and their purpose; and
- ❏ An outline of the significance of the building. This can seek to identify both the significance of different features or phases of development in the building relative to each other, and also set important aspects of the building in a regional or national context.

## **5. METHODOLOGY – ARCHAEOLOGICAL WATCHING BRIEF**

### **5.1. The definition of an Archaeological Watching Brief is:**

"a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive." (CIfA, 2020)

### **5.2. The purpose of an Archaeological Watching Brief is to:**

- a). allow, within the resources available, the preservation by record of archaeological deposits, the presence and nature of which could not be established (or established with sufficient accuracy) in advance of development or other potentially disruptive works
- b). provide an opportunity, if needed, for the watching archaeologist to signal to all interested parties, before the destruction of the material in question, that an archaeological find has been made for which the resources allocated to the Watching Brief itself are not sufficient to support treatment to a satisfactory and proper standard. (CIfA 2020)

### **5.3. The Archaeological Watching Brief will record any archaeological remains in a safe way as work progresses on a development site. Work may be stopped for short periods while**

- recording is completed, or when access is restricted, recording may be completed from a safe position and artefacts/ecofacts retrieved from spoil generated during groundworks.
- 5.4. The archaeological contractor will be afforded sufficient time, space and resources to investigate any potential archaeological deposits or features to their satisfaction in order to meet the aims and objectives of this specification
  - 5.5. Where possible, all groundworks will be undertaken by a mechanical excavator equipped with a toothless grading bucket. All machining will be conducted under constant archaeological supervision and will cease when the first archaeological horizon is revealed.
  - 5.6. Where archaeological features are exposed, as a minimum, features and deposits will be investigated using hand tools to the following sample levels; the full excavation of small discrete features (pits, postholes etc) but a sample only of features present in high numbers, (e.g., stakeholes), half-sectioning (50%) of larger discrete features and, long linear features will be sampled along their length. Terminals, junctions and relationships between features will also be investigated. Should the above percentage proportions not yield sufficient information to allow the form and function of archaeological features/deposits to be determined, then full excavation of such features/deposits may be required. Each context will be recorded on a pro-forma context sheet by written and measured description. Additional excavation may also be needed for the taking of paleoenvironmental samples and recovery of artefacts. Features that are clearly of modern or later post medieval date may not be excavated. Should in-situ structural remains be encountered, then sufficient excavation will be undertaken to confirm the function, sequence, chronology and method of construction.
  - 5.7. If either complex or extensive archaeological features, stratigraphy, or deposits that are worthy of preservation *in situ* are exposed, then excavation will cease so as not to compromise the integrity of the archaeological record. The client and the Local Planning Authority (LPA) archaeologist will be informed and no further works on these features will be undertaken until a suitable mitigation strategy has been agreed by all parties.
  - 5.8. An adequate digital photographic record of all the archaeological works will be compiled in both section and plan. All excavated trenches, features and deposits will be photographed. A selection of representative feature group/area shots will also be taken along with general

working shots to illustrate the general nature of the works. A photographic scale and north arrow will be included in detailed photographs.

- 5.9. All excavation of exposed archaeological features shall be carried out stratigraphically by hand and recorded according to ClfA guidelines and best practice. All features/deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). All scale drawings shall be undertaken at a scale appropriate to the size and/or significance/complexity of the archaeological features to allow accurate depiction and interpretation.

#### **ARTEFACTS**

- 5.10. Any artefacts will be recovered and retained for processing and analysis in consultation with relevant specialists. Artefacts from topsoil, subsoil and unstratified contexts will normally be noted and may be discarded unless they are of intrinsic interest, or their further examination is considered necessary for the interpretation of a site. All artefacts from stratified excavated contexts will be collected, except for large assemblages of post-medieval or modern material. Such material may be noted and discarded or, if appropriate, a representative sample may be retained. Spoil will be examined for the recovery of artefacts; a metal detector may be used to enhance the recovery of metal finds.
- 5.11. All metal finds, and other typologically distinct or closely dateable artefacts will be recorded three-dimensionally.

#### **ENVIRONMENTAL REMAINS**

- 5.12. Due care will be taken to identify deposits which may have environmental potential and, where appropriate, a programme of environmental sampling will be initiated in preparation for scientific assessment/analysis/dating in accordance with English Heritage guidelines (English Heritage 2011). The sample strategy will either consist of bulk soil samples (sampling 100% or 40 litres, in labelled 10 litre plastic sample tubs) or vertical sediment columns – ‘monolith tins’ and will be examined for diatoms, insect, plant macrofossils and molluscs. The sampling strategy will be adapted for the specific circumstances of this site but will follow the general selection parameters set out in the following paragraphs.
- 5.13. All samples will be fully recorded and labelled with a register of samples made and sampling pro-forma record sheets completed for all samples taken which will include the following information: sample type, reason for sampling, sample size, context, sample number, spatial

location, date, context description, method and the percentage of the context sampled. The samples will be recorded on the relevant site section drawing and photographs of the sample locations taken.

- 5.14. Bulk samples will be stored in sealed containers until off-site. Bulk samples will be processed using the standard flotation methods with the following mesh sizes: 5.6mm, 4mm and 500 micron. Bulk samples will be sub-sampled as appropriate.
- 5.15. Monolith tin samples, up to 500mm in length, will be overlapped in the standard way to allow for a continuous sample of an entire sequence.
- 5.16. Secure, phased deposits, especially those relating to settlement activity and/or carbonised or waterlogged organic deposits will be considered for sampling for the recovery of charcoal, charred plant and mineralised remains. Any cremation-related deposits will be sampled appropriately for the recovery of cremated human bone and charred remains. If any evidence of potential *in situ* metalworking is found, suitable samples for the recovery of slag and hammerscale will also be taken.
- 5.17. If sealed waterlogged deposits are encountered, a sampling strategy will be considered for the recovery of waterlogged remains. The taking of sequences of samples for the recovery of molluscs and/or waterlogged remains will be considered through any suitable deposits. Monolith samples may also be taken from suitable deposits as appropriate. All samples will be recovered and recorded using current guidelines (English Heritage 2011: *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation*).
- 5.18. The project will be organised so that specialist consultants (such as OSL, archaeomagnetic dating and dendrochronology) and the regional Historic England Science Advisor, can be called upon to advise the works as necessary.
- 5.19. Sample processing and reporting will be undertaken by relevant specialists.

#### **TREASURE**

- 5.20. Upon discovery of treasure, these will be removed to a safe place and reported to the local coroner within 14 days in accordance with the Treasure Act 1996 and the Code of Practice referred to therein. Suitable security measures will be taken to protect the finds from theft.

The definition of 'Treasure' is provided within the Code of Practice of the above act and primarily refers to items of gold and/or silver.

### **HUMAN REMAINS**

- 5.21. If the presence of potential human remains is encountered, then small slots will be hand-excavated across any suspected burial features (inhumations or cremated bone deposits) in order to confirm the presence and condition of any human bone. Where disturbance is unavoidable, or where full exhumation of the remains is deemed necessary, then their excavation and removal will only be undertaken on receipt of the appropriate licence from the Ministry of Justice. All excavation of human remains and associated post-excavation processes will be in accordance with the standards set out in ClfA Technical Paper No 7: *Guidelines to the Standards for recording Human Remains* (ClfA 2004). The proximity of the church to the north of the site, and its associated graveyard may imply the possibility of human remains present within the footprint of the Site. The potential of in situ and/or disturbed human remains is likely and will be noted during the Archaeological Watching Brief phase of the works.
- 5.22. All works will be carried out in accordance with the *Code of Approved Practice* as set out by the Chartered Institute for Archaeologists. Accordingly, the project team will abide by the ClfA's code of approved practice.
- 5.23. Any variation of the above will be undertaken in consultation with the Local Planning Authority (LPA).

## **6. STAFF AND TIMETABLE**

- 6.1. The project will be under the management of Simon Sworn, ACIfA, Senior Project Officer - Fieldwork Manager. Simon Sworn has 26 years of experience in commercial archaeology. Other members of the team will all have relevant knowledge and experience of both the archaeological works and the heritage landscape (details available upon request). The HRB phase will be conducted by Tim Brown, Heritage Consultant.
- 6.2. The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the fieldwork as required during the period of fieldwork. Day to day responsibility, will rest with the Project Leader who will be on-site throughout the project, although this

may be one and the same. The HBR and the Archaeological Watching Brief will be carried out by permanent staff members of ISCA Archaeology, all with suitable experience of this type of investigation and adhering to the ClfA's Code of Conduct.

- 6.3. The duration of the monitoring and recording on the Site will be determined by the length of the construction period. Analysis of the results and subsequent reporting will take up to a further four weeks, longer if dictated by specialist reporting, etc.
- 6.4. Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult a number of local and/or national specialists who will be invited to advise and report on specific aspects of the project.

## **7. POST-EXCAVATION, ARCHIVING AND REPORTING**

- 7.1. Prior to work commencing, a museum reference code/accession number for the project will be obtained from Royal Cornwall Museum (RCM). Following the completion of the fieldwork, any artefacts and environmental samples will be processed, assessed, conserved, and packaged in accordance with all relevant guidelines.
- 7.2. The level of reporting will be confirmed with the LPA on completion of the Archaeological Watching Brief. If few or no archaeological deposits are exposed, this is likely to restrict its publication value and it would be anticipated that only a short Historic Environmental Record (HER) entry will be produced (with the WSI also included as a final appendix to the report).
- 7.3. If an illustrated report is required, then this will be compiled based on the fieldwork results. The extent and nature of this report will be confirmed with the LPA upon completion of the Archaeological Watching Brief. Copies of the report (PDF format) will be distributed to the client for submission with the LPA. The report may vary depending on the nature and extent of any archaeological deposits present, but at a minimum will consist of:

- 📄 A report number, date and the OASIS reference number
- 📄 A non-technical summary,
- 📄 A description and analysis of the methodology,
- 📄 A summary of the historical background of the area and the site,
- 📄 A description of the results,



- 🗑 An assessment of any artefact/palaeo-environmental analysis undertaken,
- 🗑 A plan showing location of the site,
- 🗑 Plans and sections of any archaeology present and a selection of appropriate photographs,
- 🗑 Relevant historic maps, if appropriate,
- 🗑 An index of contexts as an appendix,
- 🗑 The OASIS report.

7.4. Once the report has been approved by HEP (Arch) and a copy formally submitted and accepted by the LPA, a summary of information will be entered onto the OASIS online database of archaeological projects in Britain, which will include the OASIS reference number, and the report uploaded before the planning condition will be discharged.

7.5. The HBR and the Archaeological Watching Brief archive will be held by ISCA at its office in Exeter until such time as all archaeological works at the site have been confirmed as completed. ISCA will then notify the LPA and make arrangements with the RCM for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection. A digital archive (comprising digital photographs and other relevant born-digital data) will be submitted to the Archaeological Data Service (ADS).

7.6. The archive will be concluded within 6 months of the completion of the final report.

## **8. HEALTH AND SAFETY**

8.1. All archaeological staff will operate under ISCA's Health and Safety Policy, and any other additional requirements set out by main site contractor. All works will be carried out in accordance with (but not limited to) the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation. A site-specific Project Health and Safety Plan will be formulated prior to commencement of fieldwork, setting out the site-specific health and safety policies that will be enforced in order to reduce to an absolute minimum any risks to health and safety.

8.2. In accordance with ISCA Health and Safety Policy, the archaeological site representative will be responsible for ensuring that all operations under his/her control are carried out in accordance with all details laid out in 8.1.

- 8.3. All archaeological staff will not work, or be asked to work, in unsafe or unhealthy conditions, even where not to do so may result in the possible under-recording of the archaeological resource.
- 8.4. All site staff carry Construction Skills Certification Scheme (CSCS) cards and senior members will have up-to-date first aid qualifications.
- 8.5. On-site archaeologists will undertake any site safety induction course provided by the Client. The Client will also provide any details of all known buried services or other below- and above-ground hazards and provide specific guidance on how works should be undertaken around those hazards. Health and safety requirements will be always observed by all archaeological staff working on site, particularly when working with machinery, deep excavations, standing buildings and any other hazards.
- 8.6. Appropriate PPE will be always employed. As a minimum: high-visibility jackets, safety helmets and protective footwear will be worn. Additional PPE (such as gloves, glasses etc) will be worn as and when required.
- 8.7. If the depth of any excavations or trenching exceeds either 1.2 metres or is excavated through unstable ground, a dynamic risk assessment will be undertaken to determine the stability of the excavation. If necessary, excavated sides will be shored or stepped to enable the archaeologists to examine and if appropriate record any features. A vigorous risk assessment methodology (shoring, stepping etc.) for work in any deeper trenches will be developed with the Client and the groundcrew to ensure only the safest possible working conditions for ISCA and all on-site personnel.

## **9. INSURANCES AND QUALITY CONTROL**

- 9.1. ISCA carries Public Liability Insurance to a limit of £5,000,000 and Professional Indemnity Insurance to a limit of £250,000.
- 9.2. ISCA is constantly committed to the highest standard of professional ethics and technical standards and adheres to the CifA and Historic England guidelines.
- 9.3. The products and work undertaken will be carried out by professional archaeologists overseen by supervisors of at least ACIfA-level competence.

## 10. MONITORING

10.1. Notification will be made to HEP (Arch) at least one week prior of the start of site works so that there will be opportunities to visit the site and check on the quality and progress of the work if required. Due to the present Covid restrictions and considerations, it is envisaged that on-site meetings will only take place if there are significant issues that need addressing. ISCA will keep HEP (Arch) informed of the works as they progress, and once on-site works are complete, there will be a post-fieldwork monitoring meeting (email/phone call) to discuss the next stages regarding the fieldwork results. Access will also be facilitated for visits by any specialists if deemed necessary and within the present government guideline. The project is currently anticipated to commence in early 2022.

## 11. QUALITY ASSURANCE

11.1. ISCA endorses the *Code of Conduct* (CIfA 2020) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2020). All ISCA Project Managers and Project Officers will uphold these to their fullest.

## 12. REFERENCES

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