

**Highlands Farm,  
Combe Martin, Ilfracombe,  
Devon**

Written Scheme of  
Investigation for an  
Archaeological Watching Brief



Photo: Landsense Professional 2023

**Project Name:** Highlands Farm  
**Location:** Combe Martin. Ilfracombe, Devon  
**Type:** Archaeological Watching Brief  
**National grid reference (NGR):** SS 57329 43529  
**Planning authority:** East Devon District Council  
**Planning Application:** 76678  
**Proposed date of fieldwork:** Spring 2023  
**Site Code:** HFC23  
**Location of Archive:** Museum of Barnstaple and North Devon  
**Museum Reference Code:** nddms6.2023a  
**Report number:** R01-0047-1  
**Report written by:** Simon Sworn (MCIfA)  
**Produced by ISCA for:** Landsense Professional  
**On behalf of:** Mr B. Heal  
**OASIS number:** iscaarch2-513816

## **SUMMARY**

This Written Scheme of Investigation sets out the methodology for an archaeological watching brief for at Highlands Farm, Combe Martin, Ilfracombe, Devon, during the installation of a proposed new field access track, measuring c.270m in length and between 2.4m – 3.65m wide (976m<sup>2</sup>). This archaeological watching brief has been commissioned as part of the planning application 76678.

The Written Scheme of Investigation sets out a proposed methodology for a programme of archaeological monitoring and recording which will be implemented during groundworks to allow for the identification, investigation and recording of any exposed archaeological or artefactual deposits. The results of the fieldwork and any post-excavation analysis undertaken will be presented in a detailed and illustrated report.

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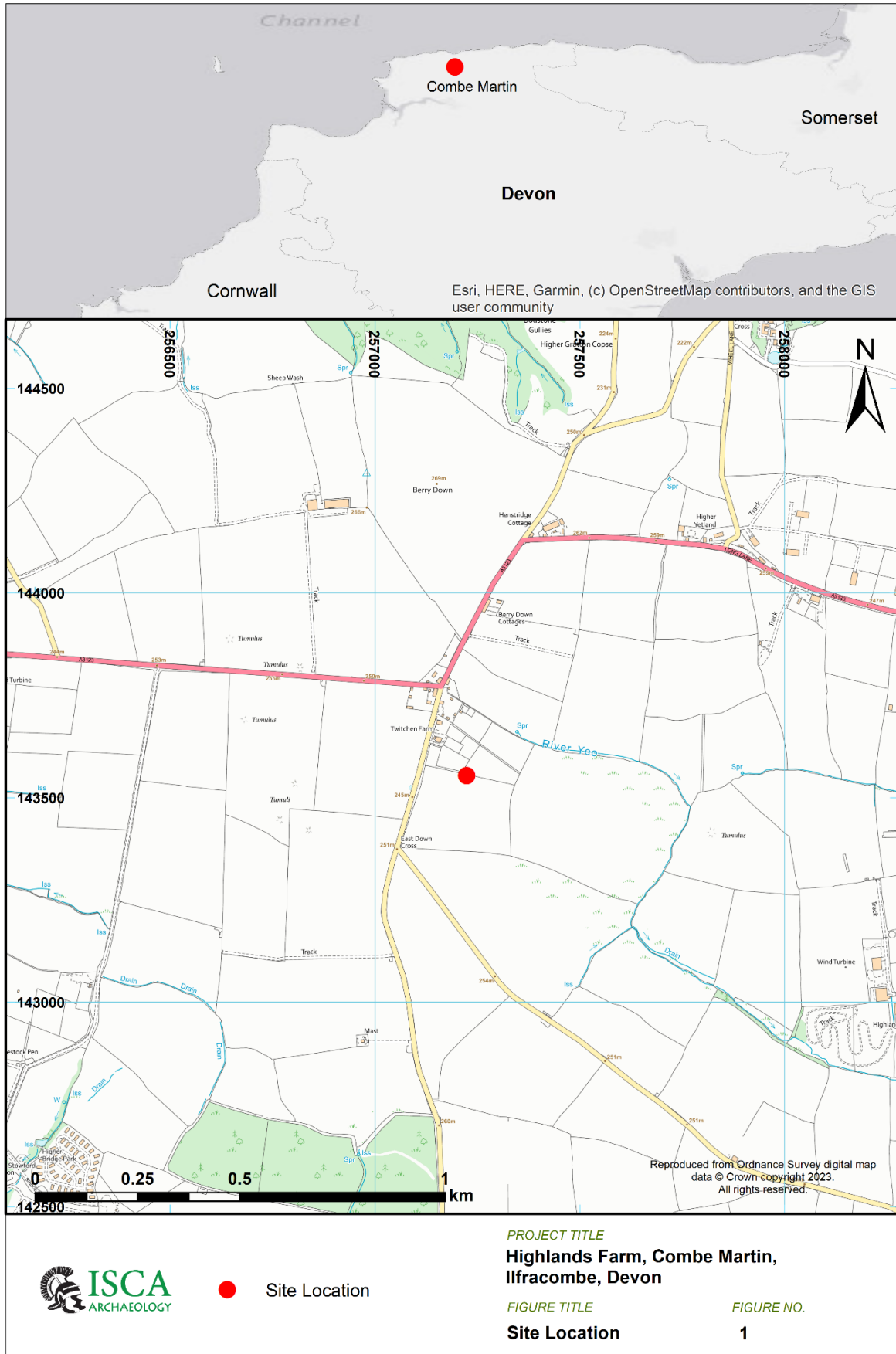
**Figure 1:** Site Location

**Figure 2:** Proposed Watching Brief Location

**Figure 3:** Extract from the 1840 Berryarbor Tithe Map

## 1. INTRODUCTION

- 1.1. This document sets out details of a Written Scheme of Investigation (WSI) produced by ISCA Archaeology Limited (ISCA) for an archaeological watching brief at Highlands Farm, Combe Martin, Ilfracombe, Devon (henceforth referred to as 'the Site'), centred at NGR SS 57329 43529 (Fig. 1). The archaeological watching brief has been commissioned by Landsense Professional, on behalf of Mr B. Heals, as part of planning application no.: 76678. The WSI sets out the methodology for the archaeological monitoring in conjunction with the proposed work, and for related off-site analyses and reporting. The WSI and the schedule of work therein were drawn up in consultation with North Devon Council (NDC) and Devon County Council Historic Environment Team (DCC HET).
- 1.2. The application proposes the construction of a new field access track measuring 270m in length and between 2.4m – 3.65m wide (976m<sup>2</sup>). The proposed new farm track (Fig. 2) extends eastwards from Whitefield Hill, a north/south aligned single track, to the south of Berry Down Cross. The track will be located to the westernmost part of the farm holdings and seeks to consolidate an existing track with locally sourced stone. The applicant has previously applied to the NDC for pre-application advice under application no. ENQ/0889/2022. This pre-application advice was primarily for a new agricultural building although it included the new track. Following the response from the pre-application advice the applicant decided not to proceed with the agricultural building on site and therefore this new application is solely for the agricultural track. The Site is located to the northern extent of a larger pasture field, bounded on all sides by hedgerows and with Whitefield Hill to the west. A programme of archaeological monitoring and recording will be implemented during all groundworks within the area of the Site.
- 1.3. The Site lies within an area of high archaeological potential that the county Historic Environment Record (HER) shows containing a concentration of prehistoric funerary monuments, some of which are protected as scheduled monuments. Also, some 150m to the east, lies a square ditch enclosure, identified by aerial photography. As such, the development may have the potential to expose and destroy buried archaeological and artefactual deposits associated with either prehistoric or Romano-British activity, and/or later medieval and post-medieval activity.



- 1.4. The watching brief will allow for the identification, investigation and recording of any exposed archaeological or artefactual deposits. The results of the fieldwork and any post-excavation analysis undertaken will be presented in a detailed and illustrated report. The discard of any conditions placed upon the application will be discharged when all elements of the WSI including on site works, analysis, report, publication (where applicable) and archive work has been completed.
- 1.5. This WSI has been guided in its composition by *Standard and Guidance for Archaeological Watching Briefs* (Chartered Institute for Archaeologists (CIfA, 2020), *Code of Conduct: Professional Ethics in Archaeology* (CIfA, 2022), *Management of Research Projects in the Historic Environment PPN 3: Archaeological Excavation* (Historic England, 2015) and *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide* (Historic England, 2015), and in accordance with paragraph 199 of the *National Planning Policy Framework* (2021), and *Policy EN6 (Nationally and Locally Important Archaeological Sites)* which states:

‘Development that would harm locally important archaeological remains or their settings will only be permitted where the need for the development outweighs the damage to the archaeological interest of the site and its setting. There is a presumption in favour of preservation in situ in the case of nationally and locally important remains. Preservation of locally important remains by record will be required where the need for the development outweighs the need to preserve the remains in situ.’

- 1.6. Furthermore, this WSI has been informed and guided by comments made by DCC HET and paragraph 205 of the *National Planning Policy Framework* (2021) and Policy DM07 of the *North Devon and Torridge Local Plan 2011 - 2031*, that any consent should carry the condition as worded below, based on model Condition 55 as set out in Appendix A of Circular 11/95, whereby:

‘No development shall take place until the developer has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation (WSI) which has been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out at all times in accordance with the approved scheme as agreed in writing by the Local Planning Authority. The development shall be carried

out at all times in accordance with the approved scheme as agreed in writing by the Local Planning Authority'.

**Reason:**

'To ensure, in accordance with Policy DM07 of the North Devon and Torridge Local Plan 2011 - 2031 and paragraph 205 of the National Planning Policy Framework (2021), that an appropriate record is made of archaeological evidence that may be affected by the development' (DCC HET, 7 March 2023).

- 1.7. Furthermore, DCC HET have made additional comments to ensure that the 'required post-excavation works are undertaken and completed to an agreed timeframe' with regards to planning application 76678, namely:

'The development shall not be brought into its intended use until

- the post investigation assessment has been completed in accordance with the approved Written Scheme of Investigation and
- that the provision made for analysis, publication and dissemination of results, and archive deposition, has been confirmed in writing to, and approved by, the Local Planning Authority.'

**Reason:**

'To comply with Paragraph 205 of the NPPF, which requires the developer to record and advance understanding of the significance of heritage assets, and to ensure that the information gathered becomes publicly accessible.'  
(Stephen Reed, Senior Environment Officer. DCC HET, 7 March 2023)

**THE SITE**

- 1.8. The proposed development site is within an area of land to the west of Highlands Farm and to the east of Whitefield Hill, approximately 200m to the south of Berry Down Cross, at roughly 250m aOD. The Site, measuring roughly 0.09ha, is situated on level ground to the north of a wider field, which is presently grassed.



- 1.9. The existing trackway is currently a natural track and becomes heavily rutted with increased soil run off, erosion and soil compaction throughout the year. The proposal for new track will consist of excavating a trench at least 2.4m wide and at least 150mm deep, or to the top of the underlying natural substrate, to cover any remaining subsoil (if present) with a geotextile membrane, and to fill the trench with at least 150mm of compacted hardcore and topped with a finer material.
- 1.10. The underlying geology comprises of slates of the Morte Slates Formation, a sedimentary rock laid down between 382.7 – 358.9 million years ago, during the Devonian period. No superficial deposits are recorded (BGS, 2023).

## 2. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

- 2.1. The following section utilises information contained within the records presented within the Heritage Gateway and should be referred to for full archaeological details.
- 2.2. The field in which the proposed new track is to be located contains no known heritage assets, however several important archaeological features are recorded within the proximity of the Site.
- 2.3. In the field directly to the east, and located c.150m to the far east of the proposed new track, faint cropmarks of a possible ditch defining a roughly square enclosure of unknown date are visible on aerial photographs of 1946 (MDV103216). This site is located on the tip of an east facing spur overlooking the combe of a tributary to the River Yeo, to the south-east of Twitchen Farm. The cropmarks are narrow and faint, distinguishable from the surrounding agricultural pattern only on the north and southern sides of the possible enclosure. The interior is defined only as a pale roughly square area approximately 40m across. The cropmarks are not readily identifiable on later aerial photographs it is possible they are agricultural and non-archaeological in origin.
- 2.4. The Site lies just to the east of the Berry Down barrow cemetery, consisting of number of Bronze Age (2000 – 700BC) funerary monuments, several of which have scheduled monument protection.
- 2.5. Just across the road to the west of the Site, c.45m from the lane, lies the site of a small round barrow (MDV12564) reported in 1939. No visible evidence of this barrow remains above ground.



PROJECT TITLE

**Highlands Farm, Combe Martin,  
Ilfracombe, Devon**

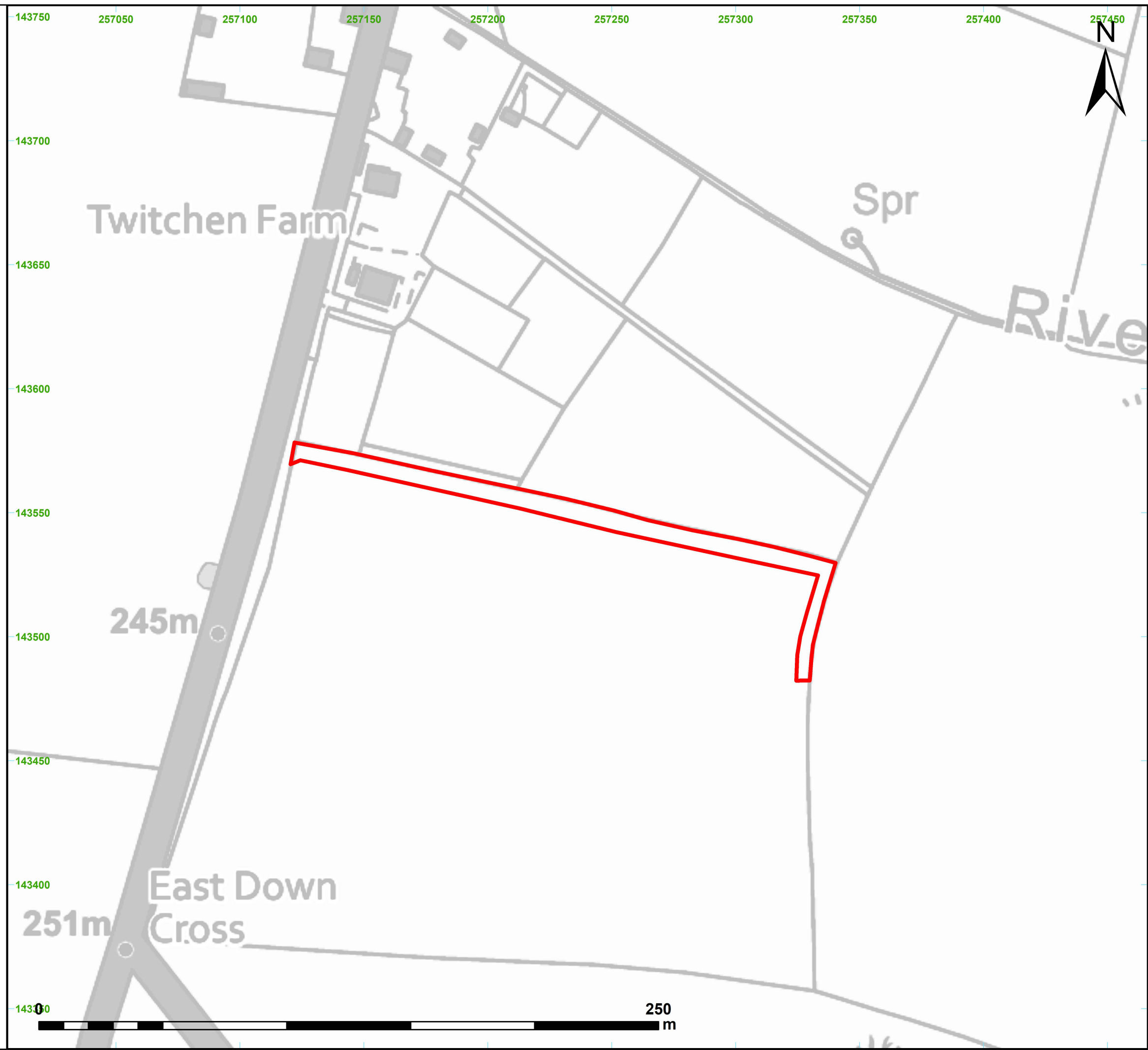
FIGURE TITLE

**Proposed Watching Brief Location**

FIGURE NO.

**2**

 Proposed Agricultural Track



- 2.6. Roughly 160m to the north-west of the western extent of the new track, and within the same field as the small barrow (MDV12564), lie two larger round barrows, both bowl barrows. The southernmost of these two (Barrow E: MDV7344), survives as a circular mound 17.8m in diameter and 0.5m high. The surrounding quarry ditch is preserved as a buried feature approximately 3m wide.
- 2.7. Just to the north of Barrow E, and located just to the south of the A3123, to the east of Berry Down Cross, lies another barrow (Barrow F: MDV7345). This barrow survives as an oval mound 22.6m long east to west, 10.4m wide north to south and 0.4m high. The surrounding quarry ditch from which material to construct the mound was derived survives as a buried feature approximately 3m wide on all except the north side where the barrow is truncated by the road. These two barrows (MDV7344 and MDV7345) are subject to scheduled protection.
- 2.8. Only 335m to the east of the Site, lie three closely grouped round barrows. The nearest barrow to the Site (Barrow C; MDV7343) measures 20.5m in diameter by 0.6m high and is very stoney in nature, littered with quartz rich rocks and with a slightly hollow top. This mound is surrounded by a buried quarry ditch approximately 3 m wide. The northern of this small group of barrows (Barrow A: MDV2164) survives as a circular mound 22.2m in diameter and is 0.7m high. It is surrounded by a quarry ditch from which material to construct the mound was derived, which measures approximately 3m wide and is preserved as a buried feature. The western of these barrows (Barrow B: MDV2163) is a circular mound 29.3m in diameter, 0.8m high and with a buried quarry ditch approximately 3m wide. These three barrows are scheduled.
- 2.9. To the north of the A3123, a further two barrows are recorded. The southern barrow, just the north of the road lies a small barrow (MDV12561), consisting of 19m diameter and 0.6m high. This barrow is depicted on late 19th and early 20th century maps and is visible on aerial photographs of 1989 as low earthwork mound. The northern of these two barrows (Barrow A: MDV2168) consists of a circular mound 37.7m in diameter and 1.8m high, and visible as an earthwork and was recorded on maps from the 19th century onwards. This barrow has scheduled protection and is located roughly 750m to the north-west of the proposed site.
- 2.10. Further Bronze Age round barrows survive within the wider landscape. The possibility of un-recorded barrows and associated prehistoric activity is likely to be expected within such an archaeologically abundant landscape.

- 2.11. Extending beyond 1km of the Site, to the north, west and south, are the remains of a post-medieval field system (MDV20930). It would appear that the present field systems have remained unchanged from the 1840 Berrynarbor Tithe Map (Fig. 3). Though it should be noted that in the Tithe Appointment, the field is labelled as 'arable', suggesting that some level of ploughing may have taken place. No evidence of ridge and furrow is evident on the present ground surface.
- 2.12. No previous archaeological work has taken place within the Site boundary, though the presence of extensive prehistoric remains within the immediate vicinity suggest a likely potential for these heritage assets, or associated activity, to extend into the Site boundary. The loss of any potential assets will be mitigated by an archaeological watching brief during all groundworks associated with the proposed track construction, as laid out below.



Fig. 3 Extract from the 1840 Berrynarbor Tithe Map

### 3. AIMS AND OBJECTIVES

- 3.1. 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 DCC HET 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 (NPPF, 2021).

### 4. METHODOLOGY - ARCHAEOLOGICAL WATCHING BRIEF

- 4.1. 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’ (ClfA, 2020).

- 4.2. 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) To 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.’ (ClfA, 2020).

- 4.3. The watching brief will cover all groundworks associated with new track within the Site (bounded in red: Fig. 2).

- 4.4. If significant archaeological remains are identified within these watching brief areas, it may be necessary to extend the areas to recover further evidence. Any extension will need to be agreed in conjunction with DCC HET, ISCA and the client.
- 4.5. The watching brief will record any archaeological remains in a safe way as work progresses on the 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.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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, to at least a minimum of 10%. 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.
- 4.9. 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.

- 4.10. An adequate digital photographic record of the archaeological works will be compiled in both section and plan. All excavated 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.
- 4.11. 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**

- 4.12. 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 as required.
- 4.13. All metal finds, and other typologically distinct or closely dateable artefacts will be recorded three-dimensionally.

#### **ENVIRONMENTAL REMAINS**

- 4.14. 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 to a maximum of 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, if required. 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.

- 4.15. 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.
- 4.16. 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.
- 4.17. 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.
- 4.18. 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 metal working is found, suitable samples for the recovery of slag and hammerscale will also be taken.
- 4.19. 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).
- 4.20. 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 if/when necessary.
- 4.21. Sample processing and reporting will be undertaken by relevant specialists.



## TREASURE

- 4.22. 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

- 4.23. 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) 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 *Updated Guidelines to the Standards for recording Human Remains* (ClfA, 2017).
- 4.24. 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.
- 4.25. Any variation of the above will be undertaken in consultation with the Local Planning Authority (LPA).

## 5. STAFF AND TIMETABLE

- 5.1. The project will be under the management of Simon Sworn, MCIfA, Senior Project Officer - Fieldwork Manager. Simon Sworn has 27 years of experience in commercial archaeology. Other members of the team will all have suitable and relevant knowledge and experience of both the archaeological works and the heritage landscape (details available upon request).
- 5.2. 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 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.

- 5.3. The duration of the monitoring and recording on the Site is currently unknown. Analysis of the results and subsequent reporting will take up to a further four weeks, longer if dictated by specialist reporting, etc.
- 5.4. 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. A list of these potential specialists is displayed in Table 1.1 below.

| <i>Specialist</i>  | <i>Expertise</i>  | <i>Period</i>              | <i>Organisation</i>                    |
|--------------------|---|----------------------------|--|
| John Allan         | Ceramic   | Medieval/<br>Post-medieval | Freelance                              |
| Henrietta Quinnell | Ceramic   | Prehistoric                | Freelance                              |
| Imogen Wood        | Ceramic   | All                        | Freelance                              |
| Ed McSloy          | Ceramic and Metalwork   | All                        | Cotswold Archaeology                   |
| Gary Saunders      | Metalwork   | All                        | Freelance                              |
| Jacky Sommerville  | Flint   | All                        | Cotswold Archaeology                   |
| Andy Clarke        | Animal Bone   | All                        | Cotswold Archaeology                   |
| Matilda Holmes     | Animal Bone   | All                        | Freelance                              |
| Sharon Clough      | Human Remains   | All                        | Cotswold Archaeology                   |
| Mike Allen         | Environmental Remains/<br>Geoarchaeology/<br>Archaeological Science | All                        | AEA Allen Environmental<br>Archaeology |
| Stacey Addams      | Environmental Remains   | All                        | York Archaeology                       |
| Sarah Wyles        | Environmental Remains   | All                        | Cotswold Archaeology                   |

**Table 1.1 – List of Specialists**

## 6. POST-EXCAVATION, ARCHIVING AND REPORTING

6.1. Prior to work commencing, a museum reference code for the project will be obtained from the Museum of Barnstaple and North Devon. Following the completion of the fieldwork, any artefacts and environmental samples will be processed, assessed, conserved, and packaged in accordance with all relevant guidelines. The museum reference number for this project is: nddms6.2023a.

6.2. The level of reporting will be confirmed with the LPA on completion of the 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.

6.3. 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 fieldwork. A draft copy of the report will be provided pre-submission to DCC HET for informal comment via email correspondence. At the completion of this correspondence, copies of the report (PDF format) will be distributed to the client for submission to 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/palaeoenvironmental 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;
- 🌀 a copy of this WSI as a final appendix; and
- 🌀 an OASIS report;

6.4. Once the report has been approved by DCC HET 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.

- 6.5. The project 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 Museum of Barnstaple and North Devon for the deposition of the Site archive and, subject to agreement with the legal landowner(s), the artefact collection. In the event that the Museum of Barnstaple and North Devon is unable to accept such deposition, ISCA will consult with DCC HET to arrange appropriate deposition with an alternative accredited museum. A digital archive (comprising digital photographs and other relevant born-digital data) will be submitted to the Archaeological Data Service (ADS).
- 6.6. Following arrangements with the Museum of Barnstaple and North Devon concerning the deposition of the Site archive and the artefact collection, any material which has been classified as not requiring deposition shall be discarded in a sensitive way. The museum will be offered the paper archive, and it will be hardcopy scanned into a digital format and along with any other digital born data, deposited with the ADS. Site paper archive shall be either held by ISCA at its office in Exeter or shall be appropriately disposed of after. Undeposited artefactual material shall be offered to the legal landowner(s), local museums, universities, and societies who may benefit with the acquisition of such collections. ISCA will keep a record of all discarded materials and the transfer of any artefact collections.
- 6.7. The archive will be concluded within 6 months of the completion of the final report.
- 6.8. If significant results are revealed by the watching brief, further publication may be required in a relevant journal, in agreement with DCC HET.

## 7. HEALTH AND SAFETY

- 7.1. 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.

- 7.2. In accordance with ISCA Health and Safety Policy, the archaeological site representative will be responsible for ensuring that all operations under their control are carried out in accordance with all details laid out in this Section.
- 7.3. 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.
- 7.4. All site staff carry Construction Skills Certification Scheme (CSCS) cards and senior members will have up-to-date first aid qualifications.
- 7.5. 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.
- 7.6. 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.
- 7.7. If the depth of any excavations or trenching exceeds either 1.2m 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.

## 8. INSURANCES AND QUALITY CONTROL

- 8.1. ISCA carries Public Liability Insurance to a limit of £5,000,000 and Professional Indemnity Insurance to a limit of £250,000.
- 8.2. ISCA is constantly committed to the highest standard of professional ethics and technical standards and adheres to the ClfA and Historic England guidelines.

- 8.3. The products and work undertaken will be carried out by professional archaeologists overseen by supervisors of at least ACIfA-level competence.

## 9. MONITORING

- 9.1. Notification will be made to DCC HET 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. ISCA will keep DCC HET 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. The project is currently anticipated to commence in Spring 2023.

## 10. QUALITY ASSURANCE

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

## 11. REFERENCES

British Geological Survey, 2023. *Geology of Britain Viewer* <https://geologyviewer.bgs.ac.uk> Accessed 13 March 2023.

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