

# LAND ADJACENT TO 3 KEMPLEY ROAD OKEHAMPTON DEVON

Results of a Desk-Based Assessment  
& Walkover Survey



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**Land Adjacent to 3 Kempley Road  
Okehampton  
Devon**

**Results of a Desk-Based Cartographic Assessment  
& Walkover Survey**

*For*

Dirk McFarlane-Aitken  
of

F8Reno

(the Client)

*By*



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**National Grid Reference:** SX58869513  
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December 2014

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## Summary

*South West Archaeology Ltd. (SWARCH) was asked to undertake a desk-based assessment and walkover survey on land adjacent to 3 Kempley Road, Okehampton, Devon.*

*The desk-based appraisal suggests that the proposal site formerly comprised two fields, and that all of the buildings present on the site are late 19<sup>th</sup> century or later in origin. The northern and eastern boundaries of the site are depicted on 1841 tithe map. The presence of earlier fabric in the northern boundary was confirmed during the site visit, although the wall has been subject to phases of re-build. The cartographic evidence suggests that the general area in which the site is located is likely to have been enclosed in the medieval period, and the two fields formed from a rationalisation of strip fields based upon a formerly open medieval field system.*

*The geotechnical report for the site indicates that the test-pitting was carried out in 2010, so we were unable to monitor this activity.*

*There are few recorded sites in the area, and no significant features of archaeological interest were identified during the walkover survey. The 19<sup>th</sup> and 20<sup>th</sup> activity and buildings on the site are also likely to have caused some level of truncation across much of the site. On that basis, the archaeological potential of the site can be assessed as low to medium.*

*It is important to note that this is not a visual impact assessment, and makes no attempt to quantify the potential effect of any proposed development on the setting of nearby heritage assets.*

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Bill Horner of Devon County Historic Environment Team (DCHET)  
The staff at the Devon Heritage Centre

## 1.0 Introduction

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**Location:** Land Adjacent to 3 Kempley Road  
**Parish:** Okehampton  
**County:** Devon

### 1.1 Background

South West Archaeology Ltd. (SWARCH) was commissioned by Dirk Mc Farlane-Aitken of F8Reno (the Client) to undertake desk-based research and a walkover survey on land adjacent to 3 Kempley Road, Okehampton, Devon (see Figure 1), prior to the future development of the site. The site is in the centre of the medieval town of Okehampton and falls within the towns Conservation Area. The premises are currently in use as a garage and MOT testing centre.

### 1.2 Historical Background

The site lies in the old medieval district of the town. Okehampton was founded by Baldwin de Brionne, the Norman imposed sheriff of Devon, before 1086. An earlier Saxon site, to the north-west, on a slight knoll of high ground was abandoned for the newly established site between the Okement Rivers, only Church of All Saints remaining. An additional small chantry chapel was built in the town, dedicated to St James in the 15<sup>th</sup> century and also rebuilt in the 1860s, this is a Grade II\* Listed building and lies 100-200ft away to the north-east of the site. There are approximately twenty-three other Grade II Listed buildings, structures or groups of buildings within the town and two further Grade II\* Listed buildings, the Town Hall and the Oaklands mansion house.

### 1.3 Topographical and Geological Background

The site is a level town plot, between Kempley Road and Park Row, within the southern portion of the town. No.3 Kempley Road is a later 19<sup>th</sup> century style house which occupies the north-west corner of the plot and was not considered within this appraisal. To the south of the house along Kempley Road runs a narrow mid-20<sup>th</sup> century building used as a garage. A two storey, stone outbuilding is built against the north-eastern corner of the site, with the rest of the site covered by a later 20<sup>th</sup> century open-span building. The site is located within the Okehampton Conservation Area.

The bedrock beneath the site belongs to the Ashton Mudstone Member and Crackington Formation (Undifferentiated) and is made up of mudstone and siltstone, overlain by the Torridge River Deposits 5 Member, gravel, sand and silt; predominantly silty clay with scattered rounded sandstone clasts (BGS 2014). The soils are well drained fine loamy and fine silty soils of the Denbigh 1 association (Soil Survey of England and Wales 1983).

### 1.4 Methodology

The desk-based assessment was carried out by N. Boyd and was undertaken with reference to the IfA guidelines on the preparation of archaeological assessments (IfA 2008). The necessary research was conducted at the Devon Heritage Centre, consulting the Devon HER and using relevant online sources. The walkover survey was carried out on 21<sup>st</sup> November 2014 by Emily Wapshott.

Note this is *not* a visual impact assessment, and no attempt has been made to quantify the effect of any proposed development on the setting of nearby or adjacent heritage assets.

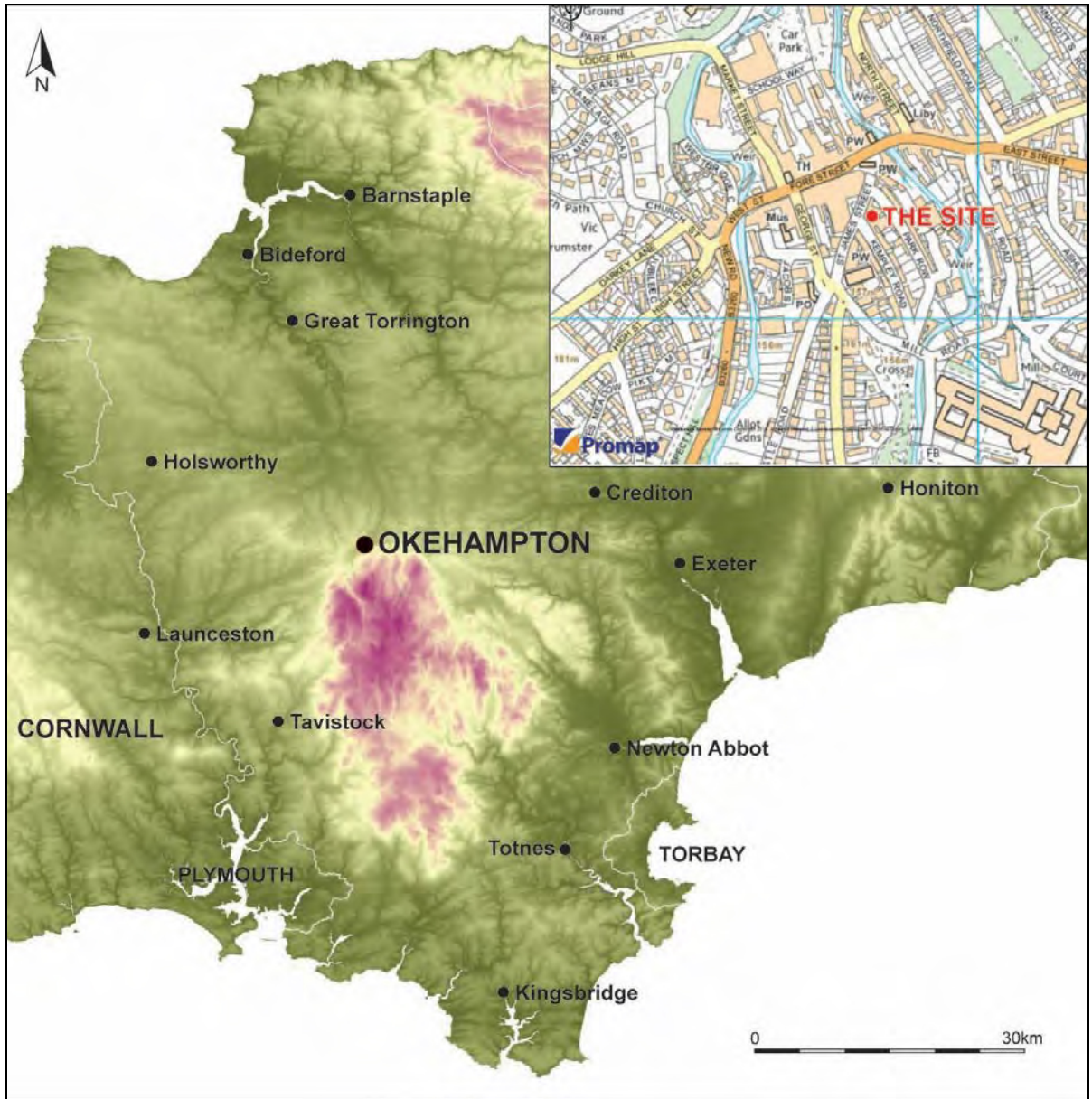


Figure 1: Site location (the proposed site is indicated).

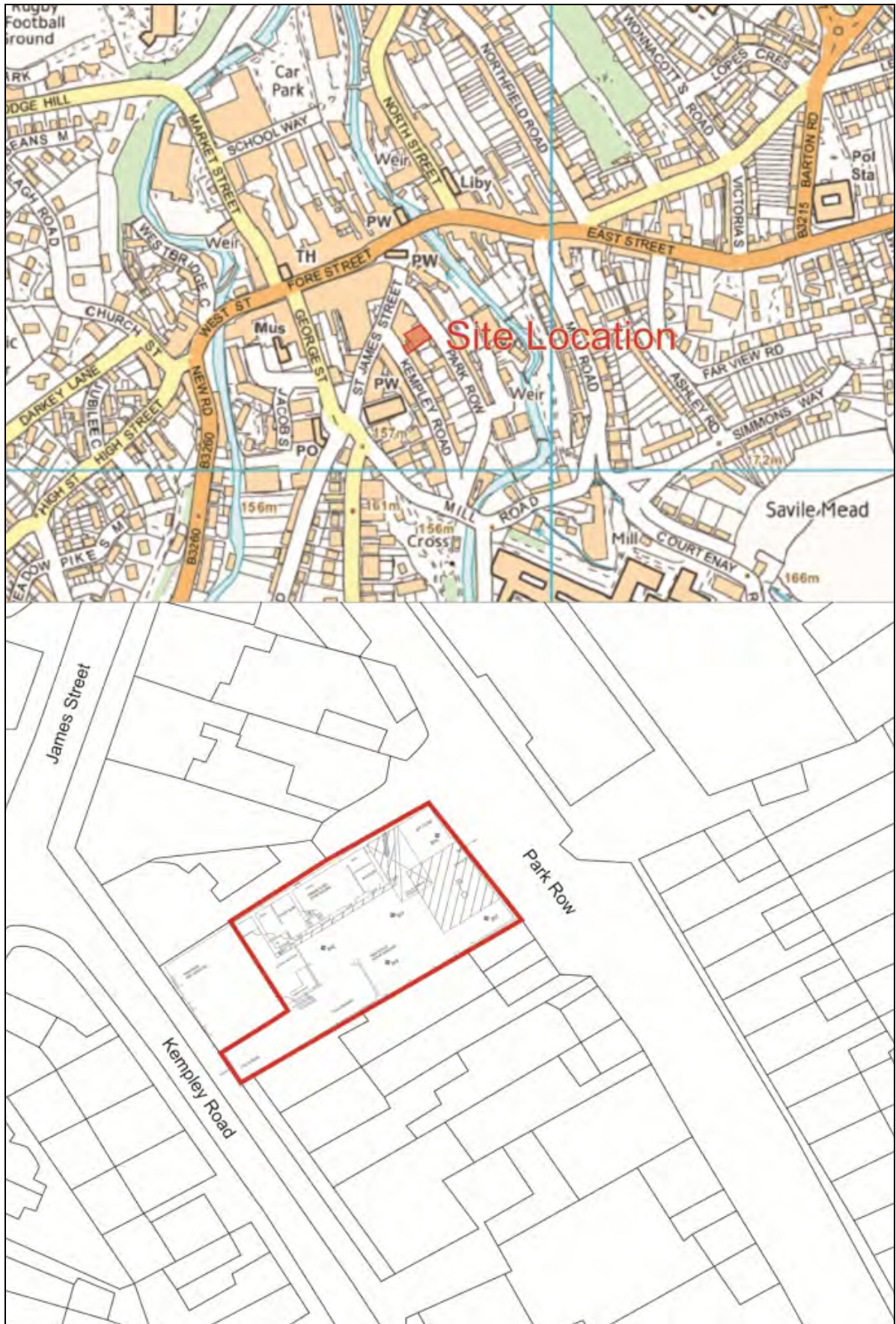


Figure 2: Detailed site plan.



## 2.0 Results of the Desk-Based Cartographic Assessment

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### 2.1 Historical Background

Okehampton (or Oakhampton), in the hundred of Lifton, is an ancient market and borough-town, 22 miles from Exeter. It sits between the East and West Okement Rivers. The earlier (Saxon) settlement centre was focused around the church (All Saints), which now stands alone. Okehampton Castle stands about 1 mile south-west of the town, on a commanding site above the West Okement River. There are substantial remains of the castle, with its late Norman keep and other buildings from the c.1300 rebuild. In the reigns of Edward I and Edward II, Okehampton sent members to parliament, this privilege ceased for a time before being restored in the reign of Charles I. Okehampton was incorporated by King James I in 1623, and the charter was confirmed in 1684. During the civil war, Okehampton acted as a temporary base for both sides.

The honor or barony of Okehampton was given to Baldwin *de Sap*, or *de Brioniis* by William the Conqueror shortly before 1086. His son Richard inherited the barony, but it passed to Ralph Avenell, son of Emma, his second sister, after Richard and the eldest of his sisters had no issue. Ralph was dispossessed of his barony by Henry II, who gave it to Matilda, his half sister. Matilda's daughter, Hawise, passed the barony to William de Courtenay, whose father had come to England with Queen Eleanor. The barony remained in the Courtenay family until the reign of Edward IV, when it was forfeited, together with the earldom of Devon. The honours and estates of the Courtenay family were restored by Henry VII, and were divided after the death of the last Earl of Devon in 1556 among the co-heiresses. The separated parts of the estate were reunited, along with the castle which had been purchased by the Mohuns, through purchase by Lord Clive, from whom it passed to the then Prince of Wales, before Henry Holland Esq. It was subsequently purchased by Albany Saville Esq., M. P., who also built a manor just north of the town, called Oaklands.

Until the reign of Edward III, the barons of Okehampton were hereditary Sheriffs of Devon and keepers of the Castle of Exeter. They held eight manors in demesne, in which they had the power of life and death; they also had several advowsons, as well as the patronage of the abbey of Ford and the priory of Cowick. They also held three fees of the See of Exeter, and were stewards to the bishops at their enthronization, being entitled to all the vessels with which they were served at the first course.

In 1842 the 15<sup>th</sup> century church was almost entirely destroyed by fire, except the fine granite tower. Because of the distance of the parish church from the town, a chantry chapel of St. James was erected in the town. The Town Hall was erected in 1685 by John Northmore as a town house, and converted in 1821.

## 2.2 Donns Map of 1765

There are several early maps available of parts of Okehampton, but these primarily focus upon the Castle, and few include the town in any detail. The first cartographic source to be of any real use is Donn's Map of Devon of 1765, which shows the two Okement Rivers, and the core of the town. It is of note that St. James Street/Castle Street is visible leading out of the town towards the Castle. The St. James Street portion is shown as built up, but the map is not detailed enough to be sure of the existence of further streets and buildings to the east of St. James Street.



Figure 3: Extract from Donn's Map of Devon.

### 2.3 Tithe Map

The Tithe map of 1841 (Figure 3) shows that Kempley Road had not been established by this date, although Park Row which forms the eastern boundary to the site appears to have existed, while not necessarily formalised (depicted with a dashed line), by this date. Buildings are shown fronting onto St. James Street, with a substantial building with a central courtyard shown to the immediate north of the proposal site. The area of the proposal site appears to have been formed from two fields, and there is a small rectangular outbuilding against the northern boundary. The two fields were possibly gardens associated with the large building, as neither field appears to have numbers, although the poor quality of the map and the illegibility of many of the numbers may suggest they have been erased.



Figure 4: Extract from the Tithe map of 1841; the approximate locations of Kempley Road (in purple) and the proposal site (bounded in red) are indicated.

## 2.4 First Edition Ordnance Survey Map 1884

The First Edition Ordnance Survey (OS) Map of 1884 shows that even by the later 19<sup>th</sup> century Kempley Road had not been constructed. By this date the large courtyard building and the house adjoining to the west had both been demolished, enabling a short lane to provide access to the terrace of cottages to the west of the proposal site, this was to be widened and extended to create Kempley Road. The site is still depicted as two fields at this date, with the eastern field including a tree (orchard?), although the outbuilding shown within the proposal area on the tithe map is no longer depicted.

Park Row to the east of the proposal site had become slightly more formalised by this date, with a large open area at its northern end. At this date Park Row appears to have simply enabled access to the fields to the south, and perhaps the rear of properties, aligned along a lane (now lost) further to the east, as there are no buildings facing onto the road.



Figure 5: Detail of the 1884 First Edition OS Map. The proposal site and Kempley Road are indicated.

## 2.5 Hills Map 1898

Between the 1884 OS Map and Hills 1898 map, there are significant developments within this part of Okehampton, most notably Kempley Road is laid out, with buildings added along the north-east side of the road, including it appears Number 3. No buildings are shown along the southern end of Kempley Road; although this may simply be the result of the scale.



Figure 6: Detail of the 1898 Hills Map. The approximate location of the proposal site is arrowed.

## 2.6 Second Edition OS Map 1904

The Second Edition OS Map of 1904 confirms the addition of Kempley Road, including Number 3. Various blocks of buildings are depicted as having been laid out along both Kempley Road and Park Row. The south part of the proposal site, including the part fronting onto Kempley Road, is shown as open at this date. The northern part of the site is depicted as being occupied by a building or part of a building.



Figure 7: Detail of the 1904 Second Edition OS Map. The proposal site is indicated.

## 2.7 Later Changes

By the time of the 1932 (1:2500) OS Map, it is clear that the building shown on the northern part of the site on the second edition map is a single long building running along the site boundary, and with a slightly narrower eastern end. There are also four other small buildings shown infilling much of the southern part of the site, including part or the whole of the frontage onto Kempley Road.

The 1955 and 1967-72 (1:2500) OS Maps both depict similar arrangements, although the long northern range is separated into two separate buildings, with the western part now incorporated with Number 3, and the narrower eastern end shown as a separate small building.

The 1983 (1:2500) OS Map is the first cartographic source to depict the site as a single large rectangular building filling the entire area east of Number 3 Kempley Road, and it is named as a 'Garage'.

### 3.0 The Walkover Survey and Historic Building Assessment

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The site was visited in November 2014 by Emily Wapshott, the site was walked and photographed, notes taken and the boundaries, setting and standing buildings, were described.

The site is a level town plot, between Kempley Road and Park Row, within the southern portion of the town, between the West and East Okement Rivers. Park Row runs parallel to the east and Mill Street runs from the west to south. Kempley Street is characterised by mid-late 19<sup>th</sup> century terraced houses, some later 19<sup>th</sup> century semi-detached villas and detached houses and early-mid 20<sup>th</sup> century terraced cottages.

No.3 Kempley Road is a later 19<sup>th</sup> century style house which occupies the north-west corner of the plot. To the south of the house along Kempley Road runs a long narrow mid 20<sup>th</sup> century garage building. A long stone wall appears to form the whole of the northern boundary of the site. A two storey, stone outbuilding is built against the eastern end of this wall. The rest of the site consists of a later 20<sup>th</sup> century open-span building built around and between the older buildings. There is a small courtyard to the rear of the house.

#### 3.1 Boundaries

The west boundary of the site is the street frontage onto Kempley Road. The garage is pebble-dashed, unpainted cement render. The garage is mid 20<sup>th</sup> century, single frontage width, with a raised stepped pediment plinth, and a flat or low single pitch roof behind. A central, two-light, timber casement window occupies the first floor and the ground floor is dominated by a large, square-headed double opening, set with a timber panelled folding garage door, painted blue, of mid 20<sup>th</sup> century date.

The southern boundary is formed by a two storey, solidly constructed, rendered south wall of the garage to the west end, and the abutting single storey concrete block and brick wall of the open-span building to the eastern end, with upper section of corrugated sheeting.

The east boundary is the Park Row street frontage, occupied by the whole of the open-span building which houses 'Bobs Garage'. This frontage is of part rendered concrete block wall, with corrugated sheeting upper section and large central double full height opening with timber plank panelled 20<sup>th</sup> century sliding doors. The northern part of the lower rendered section of wall is of stone rubble, rendered in cement.

The north boundary is a stone wall, of local slatestone and mudstone, which appears to run the length of the site, as far as the 19<sup>th</sup> century house in the north-west corner. The rendered elevations of the house obscure whether it is built up against the wall or incorporates it. The wall is of three clear phases of construction. At its base, the wall is of coursed rubble, including local slate stone/mudstone and river pebbles/stones, showing clear, rounded, water-shaped profiles and has slatestone slab levelling courses. The upper part of the wall is of semi-coursed rubble, using noticeably smaller blocks of stone. The wall has been raised at eaves height, upon the building of a stone outbuilding which abuts it, and is of looser rubble construction, using large, irregular local slatestones. The wall is bonded with a variety of lime mix mortars, and patched with cement mortar in places. To the east end of the wall there is a distinct build-line. There are stone dressed quoins, patched with brick, this build-line is obscured on the outer face by ivy. Beyond the build line the wall

is of looser rubble and has roughly dressed stone slab quoins to the north-east corner. The stone wall returns and runs south, forming the north end of the east boundary.

### 3.2 Buildings

The garage building is of rendered concrete blocks, with heavy timber joists supporting the first floor and a simple timber-framed roof, covered in corrugated sheeting. First floor windows are 20<sup>th</sup> century metal framed casements. A timber stair accesses the first floor and there is a large hatch/trap in the first floor. The floor is concrete.

The stone outbuilding is built of semi-coursed rubble stonework, of a mixture of local slatestone slabs and blockier stones, with roughly dressed stone quoins. The roof is of slate, but the building is largely incorporated within the open span space, used for storage and offices. The walls of this building are heavily whitewashed, obscuring much of the detail of the stonework at present. There are four openings on the ground floor in the south elevation of this building, which looks into the open span space. To the west is a doorway to the exterior and then a window, one off-centre doorway and to the east another doorway. The openings all have shallow segmental brick arches and brick quoin reveals. There are no surviving doors, but simple timber doorframes survive. There is one off-centre window in the first floor above the doorway, with a metal framed window. In the east elevation, also opening into the open-span space, there is a forced narrow doorway to the north side and the line of a roof scar within the stonework of the outbuilding. There is some disturbance and brick patching/repair in the north boundary wall and the stone outbuilding appears to have been built up against the earlier wall. Internally, the ground floor plan of the building remains, with two narrow compartments, served by exterior doors to the east and west ends, and a large, central open area, served by the off-centre door and window, with stairs to the first floor and an internal opening to the compartment to the east. The first floor could not be accessed. The floor level within the outbuilding is considerably lower than the open-span space. The function of this building at present and its contents obscure much of the detail.

The open span building is of concrete posts, metal frame steel girder superstructure, with timber scissor roof trusses. The walls are concrete block and brick, with an upper cladding of corrugated sheeting. The roof is a wide, shallow, double pitch. Plastic corrugated sheets provide light to the main space and there is a large metal framed window to the rear of the building, set in a section of concrete block wall between the stone outbuilding and garage building. Further steel girders frame and brace the open-span structure, which has had its south elevation raised in concrete blocks to fit the roofline of the building. The floor is of various sections of poured or slab concrete, disturbed heavily in areas.

### 3.3 Significance of the Buildings

The stone outbuilding which lies to the north of the site is of 19<sup>th</sup> century date. It is not of special architectural interest, being a fairly typical outbuilding of the time, with brick reveals and a rubble construction under a simple slate roof.

The wall which forms the north boundary may incorporate the earliest structural material on the site with the base of the wall of probably pre-1800 form. The upper portion of the wall is 19<sup>th</sup> century. This wall may be associated with the town plan or layout of plots, being in the former medieval area of the settlement. The architectural significance of the wall is doubtful, it is certainly of a historic form of construction and parts of the structure may be of some age but it does not



include any key architectural elements. It is, however, a surviving example of a local vernacular style, utilising river pebbles or water-shaped stones, from the local rivers.

The garage and open-span building are 20<sup>th</sup> century structures of no real interest, except for where they incorporate part of one of the other buildings.

## 4.0 Summary of Archaeological Potential

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The small courtyard behind the house adjacent to the site is covered with concrete; this area has had very little 19<sup>th</sup> or 20<sup>th</sup> century intervention, although modern drainage may pass through the area. This location may contain evidence of earlier deposits from a pre-1800 function of the area. This area has the most potential for below ground surviving remains.

The north-east corner of the site is raised to provide an inspection area. However, this concrete has been built up and over the extant ground surface and therefore there may be more chance of deposits surviving associated with the possible earlier part of the stone wall, especially if the foundations could be exposed, and dating evidence recovered for this structure.

The area within the 19<sup>th</sup> century stone outbuilding will also have archaeological potential as earlier deposits may be sealed beneath the later concrete floors.

The majority of the concrete floor is heavily disturbed, with multiple phases of repair and sections of concrete of varying levels. The edges of the area will clearly have been affected by the construction of the open-span building. The potential for the survival of archaeology in this area is uncertain. Further investigation would be required to assess the potential here.

## 5.0 Conclusions

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The desk-based appraisal suggests that the proposal site formerly comprised two fields, and that all of the buildings present on the site are late 19<sup>th</sup> century or later in origin. The northern and eastern boundaries of the site are depicted on 1841 tithe map. The presence of earlier fabric in the northern boundary was confirmed during the site visit, although the wall has been subject to phases of re-build. The cartographic evidence suggests that the general area in which the site is located is likely to have been enclosed in the medieval period, and the two fields formed from a rationalisation of strip fields based upon a formerly open medieval field system.

The geotechnical report for the site indicates that the test-pitting was carried out in 2010, so we were unable to monitor this activity. This work consisted of the drilling of five boreholes using a window sampling rig. The depth of the boreholes reached 0.95m to 1.25m deep. The geotechnical report records that the ground was concrete hardstanding underlain by Made Ground and River Terrace Deposits. The concrete varied in condition and thickness from 90mm to 220mm. The Made Ground ranged in thickness from 0.2m to 0.75m. This was underlain by Torridge River Terrace Deposits. At 1m depth the cobbles and gravels in the river deposits caused the window sampling rig to refuse. The maximum depth reached was 1.25m.

There are few recorded sites in the area, and no significant features of archaeological interest were identified during the walkover survey. The 19<sup>th</sup> and 20<sup>th</sup> activity and buildings on the site are also likely to have caused some level of truncation across much of the site. On that basis, the archaeological potential of the site can be assessed as *low* to *medium*.

It is important to note that this is not a visual impact assessment, and makes no attempt to quantify the potential effect of any proposed development on the setting of nearby heritage assets.

## 6.0 Bibliography and References

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### Published Sources:

**Institute of Field Archaeologists** 1994 (Revised 2001 & 2008): *Standard and Guidance for Archaeological Desk-based Assessment*.

**Lysons, D. & Lysons S.** 1814: *Magna Britannia: volume 6: Devon*.

**Soil Survey of England and Wales** 1983: *Legend for the 1:250,000 Soil Map of England and Wales (a brief explanation of the constituent soil associations)*.

### Cartographic Sources:

<b>Ordnance Survey</b>	First Edition 1884
<b>Ordnance Survey</b>	Second Edition 1904
<b>Okehampton Tithe map and apportionment</b>	Devon Heritage Centre 1841

### Online Sources:

**British Geological Survey** 2014: *Geology of Britain Viewer*.  
<http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>

**Google Maps** 2014: <http://maps.google.co.uk>

**Heritage Gateway** 2014: <http://www.mapping.cornwall.gov.uk>

**Promap** 2014: <http://www.promap.co.uk/>

## Appendix 1

### WRITTEN SCHEME OF INVESTIGATION FOR DESK-BASED ASSESSMENT, WALKOVER SURVEY AND RAPID BUILDING ASSESSMENT AT LAND ADJACENT TO 3 KEMPLEY ROAD, OKEHAMPTON, DEVON

**Location:** Land adjacent to 3 Kempley Road  
**Parish:** Okehampton  
**County:** Devon  
**NGR:** SX 5886 9513  
**Planning Application no:** 01015/2010  
**Proposal:** Residential redevelopment  
**HET ref:** Arch/DM/WD  
**Date:** 10<sup>th</sup> November 2014

#### 1.0 INTRODUCTION

1.1 This document forms a Written Scheme of Investigation (WSI) which has been produced by South West Archaeology Ltd (SWARCH) at the request of Dirk McFarlane-Aitken of F8Reno (the Client). It sets out the methodology for desk-based assessment, walkover survey and rapid building assessment to be undertaken in advance of the above development and for related off site analysis and reporting in support of the planning application. The WSI and the schedule of work it proposes were drawn up in accordance with a brief issued by Bill Horner of the Devon County Historic Environment Team (DCHET, 1<sup>st</sup> May 2014) and forms part of a staged process of works. Following the completion of this initial stage of fieldwork investigation results will be supplied to the DCHET to enable them to determine the scope of any further archaeological work that may be required.

Should further mitigation be required, it would consist of the excavation of a series of trenches or test pits. This would be done in consultation with the HET and the location of the excavations would be determined in consideration of the results of the desk-based assessment and site inspection. A separate WSI will be issued if further works are required.

#### 2.0 ARCHAEOLOGICAL BACKGROUND

2.1 Okehampton historically formed part of the Lifton Hundred and is surrounded by a large parish known as Okehampton Hamlets, of which Kigbeare and Chichacott were Domesday manors, and Meldon occurs in the 12th century. The parish rises S. to the high moorland of Dartmoor and includes its two highest points—High Willhays (2,039 ft.) and Yes Tor (2,028 ft.).

Okehampton town was founded by Baldwin de Brionne, the Norman sheriff of Devon, shortly before 1086, on a new wedge-like site between the East Okement and West Okement rivers, and the Saxon site was gradually abandoned except for the church (All Saints), which now stands alone. The 15th century church was entirely destroyed by fire in 1842, except the fine granite tower. It was rebuilt by Hayward of Exeter in 1843-4. Because of the distance of the parish church from the new town, a chantry chapel of St. James was erected in the town. This was rebuilt in 1862, except the 15th century granite tower. The Town Hall a handsome structure erected in 1685 by John Northmore as a town house, and converted in 1821. Just outside the town, to the N., is Oaklands, a mansion erected in 1820-2 by C. Vokins for Albany Saville, who had bought the castle and manor of Okehampton from Henry Holland.

Okehampton was incorporated in 1623. From 1640 to 1832, when it was disfranchised, it regularly returned two members to Parliament. About 1 m. SW. of the town, on a commanding site above the West Okement river, is the castle, of which there are substantial remains. A strong site was made even stronger by an artificial cut on the W. side, above which towers the square keep. The keep may be late Norman in date, but the other buildings represent mostly a rebuilding of c. 1300. On the N. side of the bailey are the remains of the great hall and buttery, stores, and the kitchen with its two ovens; on the S. side the lodge, ward-rooms, and a very picturesque chapel. The whole site is romantically beautiful. The position of the castle, beside the main road from Exeter into Cornwall, probably accounts for its building and early importance.

The proposed development lies within the Okehampton Conservation Area. It is also located in the centre of the medieval town. There is therefore reasonable potential for the survival of archaeological features and deposits of medieval and post-medieval date.

#### 3.0 AIMS

- 3.1.1 To assess the potential for the survival of below-ground archaeological deposits.
- 3.1.2 Produce a report containing the results of the desk-based assessment and site inspection;

- 3.1.3 Provide a statement of the impact of the proposed development on the potential archaeological resource, with recommendations for those areas where further evaluation and/or mitigation strategies may be required.

#### **4.0 METHOD**

##### **4.1 Desk-based appraisal:**

The programme of work shall include an element of desk-based research to place the development site into its historic and archaeological context. This work will consist of map regression based on the Ordnance Survey maps and the Tithe Map(s) and Apportionments. An examination will also be made of records held by the HER.

The reporting requirements for the desk-based work will be confirmed in consultation with the HET. This desk-based work will be undertaken in advance of any fieldwork commencing. If a full report is prepared then this information will be presented as part of the final report along with the results of the fieldwork.

##### **4.2 Historic building recording:**

A record shall be made of the historic fabric of the building affected by the development. This work shall conform to an appropriate level (likely to be Level 2 or 3) of recording as set in Understanding Historic Buildings: A guide to good recording practice - English Heritage 2006 (available on-line at the English Heritage website).

Previously prepared architect's plans may be used as the basis of any historic building fabric recording, but must be of adequate scale and accuracy. Otherwise the required scale elevations, plans and other drawings will be prepared by the archaeological contractor.

##### **4.3 Site Walkover:**

A walkover shall be conducted of the site to identify any features which may be indicative of archaeology or archaeological potential. A photographic record of the site and any features of note will be made, using an appropriate scale measure.

#### **5.0 REPORTING**

##### **5.1 The type of report produced will be agreed with the HET in view of the results. If a full report is produced it will include the following elements:**

- 5.1.1 A report number, date and the OASIS record number;
- 5.1.2 A copy of this WSI;
- 5.1.3 A summary of the project's background;
- 5.1.4 A description and illustration of the buildings location;
- 5.1.5 A methodology of the works undertaken;
- 5.1.6 Plans and reports of all documentary and other research undertaken;
- 5.1.7 A summary of the project's results;
- 5.1.8 An interpretation of the results in the appropriate context;
- 5.1.9 A summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- 5.1.10 A site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- 5.1.11 A plan showing the layout of the building subject to this programme of work in relation to identifiable landscape features and other buildings;
- 5.1.12 The results of the historic building recording that shall include a written description and analysis of the historic fabric of the building, appropriately;
- 5.1.13 Photographs showing the general site layout and exposed significant features of historic or architectural significance that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- 5.1.14 A consideration of evidence within its wider context;
- 5.1.15 Any specialist assessment or analysis reports that were undertaken;

##### **6.2 DCHET will receive the report within three months of completion of fieldwork, dependant on the provision of specialist reports, radiocarbon dating results etc, the production of which may exceed this period. If a substantial delay is anticipated then an interim report will be produced and a revised submission date for the final report agreed with the HET.**

##### **6.3 Should the development proceed in a staged manner, with each stage requiring archaeological fieldwork, and where a period of more than three months between each stage is anticipated or occurs, then SWARCH will prepare an interim illustrated summary report at the end of each stage. The report will set out the results of that phase of archaeological works, including the results of any specialist assessment or analysis undertaken. The report will be produced within three months of completion of each phase of**

fieldwork. At the completion of the final stage of the fieldwork an overarching report setting out the results of all stages of work will be prepared. HET would normally expect to receive the report within three months of completion of fieldwork - dependent upon the provision of specialist reports, radiocarbon dating results etc the production of which may exceed this period. If a substantial delay is anticipated then the HET will be informed of this, an interim report will be produced within three months of the completion of the final stage of fieldwork, and a revised date for the production of the full report agreed between the HET and SWARCH.

6.4 A copy of the report detailing the results of these investigations will be submitted to the OASIS (*Online Access to the Index of Archaeological Investigations*) database under reference Southwes1-194782 within 3 months of completion of fieldwork.

## **7.0 MONITORING**

7.1.1 SWARCH shall agree monitoring arrangements with the HET and give two weeks' notice, unless a shorter period is agreed, of commencement of the fieldwork. Details will be agreed of any monitoring points where decisions on options within the programme are to be made.

7.1.2 Monitoring will continue until the deposition of the site archive and finds, and the satisfactory completion of an OASIS report - see 8.0 below.

7.1.3 SWARCH will notify the HET upon completion of the fieldwork stage of these works.

## **8.0 ARCHIVE**

8.1 On completion of the project an ordered and integrated site archive will be prepared in accordance with the Management of Research Projects in the Historic Environment (MoRPHE) (<http://www.english-heritage.org.uk/publications/morphe-project-managers-guide/>).

The digital element of the archive will be transferred to the Archaeology Data Service (ADS) for long-term curation. A reference number will be obtained from the Plymouth City Museum and Art Gallery (PCM), with regard deposition of the material (finds) element of any archive created by these works.

8.2 The archive will consist of two elements, the digital archive and the material archive.

8.2.1 The digital archive, including digital copies of all relevant written and drawn records and photographs, will be deposited with the Archaeology Data Service (ADS) and in compliance with their standards and requirements.

8.2.2 The material archive, comprising the retained artefacts/samples and the hardcopy paper record (if requested) will be cleaned (or otherwise treated), ordered, recorded, packed and boxed in accordance with the deposition standards of the PCM, and in a timely fashion.

8.2.3 If the PCM wishes to retain the hardcopy paper archive, it will be deposited with the rest of the material archive under the same accession number. Should the PCM decline the hardcopy paper archive, that archive will be offered to other appropriate museum bodies or the HET. If a suitable third party cannot be found, the hardcopy paper archive will be retained by SWARCH for 3 years and then destroyed.

8.3 SWARCH will, on behalf of the PCM, obtain a written agreement from the landowner to transfer title to all items in the material archive to the receiving museum.

8.4 If ownership of all or any of the finds is to remain with the landowner, provision and agreement must be made for the time-limited retention of the material and its full analysis and recording, by appropriate specialists.

8.5 SWARCH will notify the HET upon the completion of:

i) deposition of the digital archive with the ADS, and

ii) deposition of the material (finds) archive with the museum.

8.6 The condition placed upon this development will not be regarded as discharged until the report has been produced and submitted to the HET and the LPA, the site archive deposited and the OASIS form completed.

8.7 There will not be a requirement to prepare an archive for fieldwork projects that do not expose deposits of archaeological interest and yield little or no artefactual material. The results of these projects will be held by the HER in the form of the report submitted by SWARCH and the creation of an OASIS entry and uploading of the report. This process would be agreed with the HET and completed prior to the condition being discharged.

8.8 The archive will be completed within 3 months of the completion of the final report.

## **9.0 CONFLICT WITH OTHER CONDITIONS AND STATUTORY PROTECTED SPECIES**

Even where groundworks are being undertaken under the direct control and supervision of SWARCH personnel, it remains the responsibility of the Client - in consultation with SWARCH, the applicant or agent - to ensure that the required archaeological works do not conflict with any other conditions that have been imposed upon the consent granted and should also consider any biodiversity issues as covered by the NERC

Act 2006. In particular, such conflicts may arise where archaeological investigations/excavations have the potential to have an impact upon protected species and/or natural habitats e.g. SSSIs, National Nature Reserves, Special Protection Areas, Special Areas of Conservation, Ramsar sites, County Wildlife Sites etc.

## **10.0 PERSONNEL & MONITORING**

10.1 The project will be managed by Colin Humphreys; the archaeological monitoring and building recording will be undertaken by SWARCH personnel with appropriate expertise and experience. Where necessary, appropriate specialist advice will be sought (see list of consultant specialists in Appendix 1 below).

Natalie Boyd

South West Archaeology

The Old Dairy, Hacche Lane Business Park, Pathfield Business Park, South Molton, Devon EX36 3LH Telephone: 01769 573555 email:mail@swarch.net

### **Appendix 1 – List of specialists**

#### **Building recording**

Richard Parker 11 Toronto Road, St James, Exeter. EX4 6LE. Tel: 07763 248241

#### **Conservation**

Alison Hopper Bishop the Royal Albert Memorial Museum Conservation service

[a.hopperbishop@exeter.gov.uk](mailto:a.hopperbishop@exeter.gov.uk)

Richard and Helena Jaeschke 2 Bydown Cottages, Swimbridge, Barnstaple EX32 0QD

[mrshjaeschke@email.msn.com](mailto:mrshjaeschke@email.msn.com)

Tel: 01271 830891

#### **Curatorial**

Thomas Cadbury Curator of Antiquities Royal Albert Memorial Museum, Bradninch Offices, Bradninch Place, Gandy Street, Exeter EX4 3LS Tel: 01392 665356

#### **Bone**

Human Professor Chris Knusel University of Exeter Tel: 01392 722491 [c.j.knusel@ex.ac.uk](mailto:c.j.knusel@ex.ac.uk)

Animal Wendy Howard Department of Archaeology, Laver Building, University of Exeter, North Park Road, Exeter EX4 4QE

[w.j.howard@exeter.ac.uk](mailto:w.j.howard@exeter.ac.uk)

Tel: 01392 269330

#### **Lithics**

Martin Tingle Higher Brownston, Brownston, Modbury, Devon, PL21 OSQ [martin@mtingle.freereserve.co.uk](mailto:martin@mtingle.freereserve.co.uk)

#### **Palaeoenvironmental/Organic**

Wood identification Dana Challinor Tel: 01869 810150 [dana.challinor@tiscali.co.uk](mailto:dana.challinor@tiscali.co.uk)

Plant macro-fossils Julie Jones [juliedjones@blueyonder.co.uk](mailto:juliedjones@blueyonder.co.uk)

Pollen analysis Ralph Fyfe Room 211, 8 Kirkby Place, Drake Circus, Plymouth, Devon, PL4 8AA

#### **Pottery**

Prehistoric Henrietta Quinnell 39D Polsloe Road, Exeter EX1 2DN Tel: 01392 433214

Roman Alex Croom, Keeper of Archaeology Tyne & Wear Archives & Museums, Arbeia Roman Fort and Museum, Baring Street, South Shields, Tyne and Wear NE332BB Tel: (0191) 454 4093

[alex.croom@twmuseums.org.uk](mailto:alex.croom@twmuseums.org.uk)

Medieval John Allen, 22, Rivermead Road Exeter EX2 4RL Tel: 01392 256154

[john.p.allan@btinternet.com](mailto:john.p.allan@btinternet.com)

Post Medieval Graham Langman Exeter, EX1 2UF Tel: 01392 215900 email:

[su1429@eclipse.co.uk](mailto:su1429@eclipse.co.uk)



## Appendix 2

### BRIEF FOR A STAGED PROGRAMME OF ARCHAEOLOGICAL INVESTIGATION AND MITIGATION

**Location:** Land adjacent to 3 Kempley Road, Okehampton  
**Parish:** Okehampton  
**District:** West Devon  
**County:** Devon  
**NGR:** SX58869513  
**Planning Application no:** 01015/2010  
**Proposal:** Residential redevelopment  
**Historic Environment Team ref:** ARCH/DM/WD

#### 1. INTRODUCTION AND ARCHAEOLOGICAL BACKGROUND

- 1.1 This brief has been prepared by the Devon County Council Historic Environment Team (HET) with regard to the archaeological works required as a condition of planning consent for the above work. This brief has been produced specifically for the above planning application and may require alteration if this application is revised, amended or resubmitted. This document is not transferable to any other scheme or planning application.
- 1.2 In accordance with paragraph 141 of the National Planning Policy Framework (2012), the Local Development Framework Policy on archaeology, consent has been granted, conditional upon a programme of archaeological work being undertaken. This condition requires that:  
No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority.  
The development shall be carried out at all times in strict accordance with the approved scheme, or such other details as may be subsequently agreed in writing by the Planning Authority.
- 1.3 The principal objective of the programme shall be to evaluate the survival of below-ground archaeological deposits across the proposed development site. The results will allow the nature, extent, and date of any surviving archaeological deposits within the application area to be understood, these investigations therefore represent the first stage of a programme of archaeological mitigation. The information gained will enable the requirement for any further investigations to be determined and - if required - the scope of any subsequent programme of archaeological work undertaken in mitigation for the impact of the proposed development upon the archaeological resource, see section 3.3 below.
- 1.4 The proposal is located in the centre of the medieval town of Okehampton. There is therefore reasonable potential for the survival of archaeological features and deposits of medieval and post-medieval date.
- 1.5 This Brief covers the application area as defined in the plans submitted in support of this application.

#### 2. WRITTEN SCHEME OF INVESTIGATION

- 2.1 This document sets out the scope of the works required to record the extent and character of any surviving archaeological deposits within the application area and will form the basis of the Written Scheme of Investigation (WSI) to be prepared by the archaeological consultant.
- 2.2 The Written Scheme of Investigation must be submitted by the applicant or on their behalf by their agent or archaeological consultant and approved by the HET and the Planning Authority prior to any development commencing on site.

#### 3. CONTENT OF PROGRAMME OF ARCHAEOLOGICAL WORK

##### 3.1 Desk-based assessment

The programme of work shall include an element of desk-based research to place the development site into its historic and archaeological context. This work will consist of map regression based on the Ordnance Survey maps and the Tithe Map(s) and Apportionments. An examination will also be made of records and aerial photographs held by the HER. In addition, it will involve the examination of other known relevant cartographic, documentary and photographic sources held by the Devon Heritage Centre and the County Historic Environment Team. The reporting requirements for the desk-based work will be confirmed in consultation with the HET.

In addition there will be a site inspection of the development, rapid appraisal of the buildings to be demolished (believed to be late 19th/early 20th century at the earliest) and monitoring of any geotechnical test pits. The site inspection and test-pit monitoring may be combined). In the absence of monitoring there will be inspection of any available test pits or geotechnical logs.

The client may wish to consider undertaking further archaeological trenches or test pits (3.2) at the same time as the above geotechnical work.

This desk-based work will be undertaken in advance of any other fieldwork commencing.

If a full report is prepared then this information will be presented as part of the final report along with the results of the fieldwork.

##### 3.2 Fieldwork

- 3.2.1 **Informative work**  
Should the desk-based work, site inspection and test pits indicate that there is very low potential for features of archaeological interest to survive on the site, this will be reported to the HET. It may be that no further work is required, or that it may be appropriate to move straight to a programme of monitoring and recording groundworks (see 3.3). However, if archaeological potential is verified a series of trenches or further test pits will be excavated across the proposed development area. The location of these excavations will be determined in consideration of the results of the desk-based assessment, the below-ground impact of the proposed development and the site topography.
- 3.2.2 Details of the strategy for positioning trenches must be agreed with the HET. Trenches should be excavated by a 360o tracked or JCB-type machine - fitted with a toothless grading bucket - to the surface of archaeological deposits or in situ natural ground - whichever is highest in the stratigraphic sequence. Exposed archaeological features and deposits will be cleaned and excavated by hand and fully recorded by context as per the Institute for Archaeologists' Standard and Guidance for Archaeological Field Evaluation (1994 - revised 2008). All features shall be recorded in plan and section at scales of 1:10, 1:20 or 1:50. All scale drawings shall be undertaken at a scale appropriate to the complexity of the deposit/feature and to allow accurate depiction and interpretation.
- 3.2.3 All archaeological features should be investigated and as a minimum:  
i) small discrete features will be fully excavated;  
ii) larger discrete features will be half-sectioned (50% excavated); and  
iii) long linear features will be sample excavated along their length - with investigative excavations distributed along the exposed length of any such feature and to investigate terminals, junctions and relationships with other features.  
iv) one long face of each trench will be cleaned by hand to allow the site stratigraphy to be understood and for the identification of archaeological features.  
Should the above percentage excavation not yield sufficient information to allow the form and function of archaeological features/deposits to be determined full excavation of such features/deposits will be required. Additional excavation may also be required for the taking of palaeoenvironmental samples and recovery of artefacts  
Any variation of the above will be undertaken in agreement with the HET.
- 3.2.4 The full depth of archaeological deposits must be assessed. This need not require excavation to natural deposits if it is clear that complex and deep stratigraphy will be encountered.
- 3.2.5 Should deposits be exposed that contain palaeoenvironmental or datable elements appropriate sampling and post-excavation analysis strategies will be initiated. The project will be organised so that specialist consultants who might be required to conserve or report on finds or advise or report on other aspects of the investigation (e.g. palaeoenvironmental analysis) can be called upon and undertake assessment and analysis of such deposits - if required. On-site sampling and post-excavation assessment and analysis will be undertaken in accordance with English Heritage's guidance in Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation 2002.
- 3.2.6 An adequate photographic record of the excavation will be prepared. This will include photographs illustrating the principal features and finds discovered, in detail and in context. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. All photographs of archaeological detail will feature an appropriately-sized scale. Laser or inkjet prints of digital images, while acceptable for inclusion in the report, are not an acceptable medium for archives. Digital images taken during the course of the fieldwork will form part of the digital archive to be submitted and curated by the ADS – see archive section below. The drawn and written record must be on an appropriately archivable medium.
- 3.2.7 Human remains must initially be left in-situ, covered and protected. Removal can only take place under appropriate Ministry of Justice and environmental health regulations. Such removal must be in compliance with the relevant primary legislation.
- 3.2.8 Should any finds identified as treasure or potential treasure, including precious metals, groups of coins or prehistoric metalwork, be exposed, these will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996 Code of Practice (2nd Revision). Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.3 **Archaeological Mitigation**
- 3.3.1 In the light of the results of the initial stage of archaeological investigation it will be possible to identify what further work, (e.g. further investigative work to clarify the site stratigraphy, area excavation, watching brief, historic building recording, etc.), if any, is needed as mitigation for the impact of the proposed development on the archaeological resource.  
The broad scope of any further work(s) that may be required will be set out within the Written Scheme of Investigation.
- 3.3.2 Upon completion of the initial stage of investigative fieldwork and in the event of mitigation work following directly on from these investigations the archaeological contractor will supply the HET with a statement of impact of the proposed development upon the archaeological resource. This will be produced in a format agreed with the HET and must contain sufficient detail to allow the HET to determine the scope of further archaeological work that may be required.
- 3.3.3 The statement of impact shall demonstrate the archaeological potential of the site and the impact upon it of the proposed development and may make suggestions as to appropriate mitigation of the archaeological impact of the proposal, but these will be subject to review by the HET, who will make final recommendations to the Planning Authority

- 3.3.4 Should the site be demonstrated to be archaeologically sterile then there would be no requirement for further archaeological fieldwork.
- 3.3.5 The results of the desk-based work and a copy of the agreed Written Scheme of Investigation must be made available to the site director/supervisor to enable the adequate interpretation of exposed features/deposits during fieldwork and that the agreed programme of works is understood and undertaken.
4. MONITORING
- 4.1 The archaeological consultant shall agree monitoring arrangements with the County Historic Environment Team and give two weeks' notice, unless a shorter period is agreed with the HET, of commencement of the fieldwork. Details will be agreed of any monitoring points where decisions on options within the programme are to be made.
- 4.2 Monitoring will continue until the deposition of the site archive and finds, and the satisfactory completion of an OASIS report - see 5.6 below.
- 4.3 The archaeological contractor undertaking the fieldwork will notify the HET upon completion of the fieldwork stage of these works.
5. REPORTING
- 5.1 In cases where either:
- (i) the initial investigative excavations will represent the only archaeological works undertaken
  - or
  - (ii) there will be a substantial period of time between the undertaking of the initial investigative work and the subsequent archaeological mitigation work then a full, detailed and illustrated report will be prepared setting out the results of these investigations. This report will collate the written, graphic, visible and recorded information outlined in section 3 above.
- The report will include:
- (i) a summary of the project's background;
  - (ii) description and illustration of the site location;
  - (iii) a methodology of the works undertaken;
  - (iv) include plans and reports of all documentary and other research undertaken;
  - (v) a description of the project's results;
  - (vi) an interpretation of the results in the appropriate context;
  - (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
  - (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
  - (ix) a plan showing the location of the trenches in relation to the site boundaries;
  - (x) plans of each trench, or part of trench, in which archaeological features are recognised along with adequate OD spot height information. These should be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans must show the orientation of trenches in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas need not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
  - (xi) section drawings of trenches and features, with OD heights, at scales appropriate to the stratigraphic detail to be shown and must show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches need not be illustrated unless they can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
  - (xii) site matrices where appropriate;
  - (xiii) photographs showing the general site layout and exposed significant features and deposits that are referred to in the text. All photographs should contain appropriate scales, the size of which will be noted in the illustration's caption;
  - (xiv) a consideration of evidence within its wider context;
  - (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
  - (xvi) specialist assessment or analysis reports where undertaken;
  - (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).
- 5.2 If the archaeological mitigation follows on directly from the initial investigations, an overarching report will be required that collates the results of all of the archaeological works undertaken i.e. the results of the initial investigations and the subsequent archaeological mitigation and post-excavation analysis and dating undertaken. (The scope of the mitigation works undertaken will be based on a consideration of the Statement of Impact supplied by the archaeological contractor after the excavation of the investigative trenches - see 3.3.2 - 3.3.3 above.)
- The overarching final report will include:
- (i) a summary of the project's background;
  - (ii) description and illustration of the site location;
  - (iii) a methodology of the works undertaken;
  - (iv) include plans and reports of all documentary and other research undertaken;
  - (v) a description of the project's results;
  - (vi) an interpretation of the results in the appropriate context;
  - (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);

- (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map showing the location of the areas subject to archaeological investigation in relation to the site boundaries;
  - (ix) adequately detailed plans of archaeological features and deposits along with adequate OD spot height information. These should be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans must show the direction of north. Section drawing locations will be shown on these plans;
  - (x) section drawings of archaeological features and deposits, as well as natural deposits that show how that site stratigraphy has developed or been influenced or contain palaeoenvironmental deposits, with OD heights, at scales appropriate to the stratigraphic detail to be shown and must show the orientation of features and deposits in relation to north/south/east/west. Archaeologically sterile areas need not be illustrated unless they can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
  - (xi) the results of the initial investigative works undertaken and any specialist analysis undertaken that is not covered by subsequent archaeological mitigation works;
  - (xii) site matrices where appropriate;
  - (xiii) photographs showing the general site layout and exposed significant features and deposits that are referred to in the text. All photographs should contain appropriate scales, the size of which will be noted in the illustration's caption;
  - (xiv) a consideration of evidence within its wider context;
  - (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
  - (xvi) specialist assessment or analysis reports were undertaken;
  - (xvii) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating).
- 5.3 The timetable for the production of the report must be set out in the Written Scheme of Investigation. The HET would normally expect to receive the report within three months of completion of fieldwork - dependent upon the provision of specialist reports, radiocarbon dating results etc. the production of which may exceed this period. If a substantial delay is anticipated then the HET must be informed of this and a revised date for the production of the full report agreed between the HET and the archaeological contractor. If a substantial delay is anticipated then an interim report will be produced within three months of the completion of the fieldwork.
- 5.4 Should the development proceed in a staged manner, with each stage requiring archaeological fieldwork, and where a period of more than three months between each stage is anticipated or occurs, then the archaeological contractor shall prepare an interim illustrated summary report at the end of each stage. The report will set out the results of that phase of archaeological works, including the results of any specialist assessment or analysis undertaken. The report will be produced within three months of completion of each phase of fieldwork. At the completion of the final stage of the fieldwork an overarching report setting out the results of all stages of work will be prepared. HET would normally expect to receive the report within three months of completion of fieldwork - dependent upon the provision of specialist reports, radiocarbon dating results etc. the production of which may exceed this period. If a substantial delay is anticipated then the HET must be informed of this, an interim report will be produced within three months of the completion of the final stage of fieldwork, and a revised date for the production of the full report agreed between the HET and the archaeological contractor.
- 5.5 On completion of the final report, in addition to copies required by the Client, a digital copy of the report shall be supplied to the HET - in a format to be agreed in advance with the HET - on the understanding that the report may in future be made available to researchers via a web-based version of the Historic Environment Record.
- 5.6 The archaeological consultant shall complete an online OASIS (Online Access to the Index of archaeological investigations) form in respect of the archaeological work. This will include a digital version of the report. The report or short entry to the Historic Environment Record will also include the OASIS ID number.
- 6 PUBLICATION
- Where the exposure of archaeological, artefactual or palaeoenvironmental remains is limited or of little significance reporting will follow on directly from the field work - see section 5 above.
- Should particularly significant archaeological or palaeoenvironmental remains, finds and/or deposits be encountered, then these, because of their importance, are likely to merit wider publication in line with government planning guidance (paragraph 141 of the National Planning Policy Framework (2012)). If such remains are encountered, the publication requirements – including any further analysis that may be necessary – will be confirmed with the HET.
- 6.1 Post Excavation Assessment, Analysis and Project Designs for further work
- Where excavations reveal archaeological, artefactual or palaeoenvironmental deposits that have potential for yielding important information about the site or its environs, through specialist assessment and analysis, this assessment work will be undertaken and reported on in a separate formal Post-Excavation Assessment and Project Design. This document may also fulfil the role of an interim report if a substantial publication delay is expected.
- This document will be produced by the archaeological contractor within three months of completion of the fieldwork - specialist input allowing - and agreed with the HET. It will include:
- A summary of the project and its background
  - A plan showing the location of the site and plans of the site showing the location of archaeological features, artefactual or palaeoenvironmental deposits exposed
  - Research aims and objectives
  - Method statements setting out how these aims and objectives are to be achieved
  - Details of the tasks to be undertaken

- The results of any specialist assessment work undertaken as part of the production of the formal Assessment and Project Design
- Proposed project team
- Overall timetable for undertaking the tasks as well as setting out monitoring points with the HET
- Details of the journal in which the material is to be published
7. PERSONNEL
- 7.1 The work shall be carried out by a recognised archaeological consultant, agreed with the DCHES. Staff must be suitably qualified and experienced for their project roles. All work should be carried out under the control of a specified Member of the Institute for Archaeologists (MIFA), or by a specified person of equivalent standing and expertise. The Written Scheme of Investigation will contain details of key project staff and specialists who may contribute during the course of the works - excavation and post-excavation.
- 7.2 Health and Safety matters, including site security, are matters for the consultant. However, adherence to all relevant regulations will be required.
- 7.3 The work shall be carried out in accordance with IfA Standard and Guidance for Archaeological Field Evaluation (1994), as amended (2008).
8. CONFLICT WITH OTHER CONDITIONS AND STATUTORILY PROTECTED SPECIES
- It is the archaeological contractor's responsibility - in consultation with the applicant or agent - to ensure that the undertaking of the required archaeological works does not conflict with any other conditions that have been imposed upon the consent granted and should also consider any biodiversity issues as covered by the NERC Act 2006. In particular, such conflicts may arise where archaeological investigations/excavations have the potential to have an impact upon protected species and/or natural habitats e.g. SSSIs, National Nature Reserves, Special Protection Areas, Special Areas of Conservation, Ramsar sites, County Wildlife Sites etc.
9. DEPOSITION OF ARCHIVE AND FINDS
- 9.1 Completion of the project is dependent on the compilation of an ordered and integrated project archive by the archaeological contractor in accordance with this this Brief and with Management of Research Projects in the Historic Environment (MoRPHE) (<http://www.english-heritage.org.uk/publications/morphe-project-managers-guide/>). The archive must also be transferred for long-term curation to a recognised, accredited or trusted repository. An archive is defined as "all records and materials recovered during an archaeological project and identified for long term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and also written and visual documentation in paper, film and digital form" (ARCHES forthcoming).
- 9.1.1 The archive will consist of two elements, the artefactual<sup>1</sup> and digital - the latter comprising all born-digital data and digital copies made of the primary site records and images.
- 9.1.2 The Written Scheme of Investigation must set out a timetable for the deposition of the site archive. The HET would normally expect this to be completed within six months of completion of the fieldwork element of the project.
- 9.2 Deposition of the archive
- 9.2.1 As part of the production of the Written Scheme of Investigation or Project Design the archaeological consultant shall contact the relevant collecting museum to obtain a reference number with regard to potential future deposition of any material archive generated by the archaeological works. The museum's reference number will be quoted in the Written Scheme of Investigation and within the final report or the short entry to the Historic Environment Record.
- 9.2.2 The collecting museums in Devon (Royal Albert Memorial Museum Exeter, Museum of Barnstaple & North Devon and Plymouth City Museum & Art Gallery) require that the digital archive (consisting of born-digital and digital copies of relevant written and drawn data produced during fieldwork) must be transferred into the care of a Trusted Digital Repository instead of with the museum (see 'Deposition of the digital archive' – below) and generally not with the museum.
- 9.2.3 The archaeological contractor will therefore need to make appropriate digital copies of all hardcopy elements of the site record – see section 1.4 below.
- 9.2.4 There is no requirement for the archaeological contractor to prepare an archive for fieldwork projects that do not expose deposits of archaeological interest and yield little or no artefactual material. The results of the fieldwork will be held by the HER in the form of the report submitted by the archaeological contractor and the creation of an OASIS entry and uploading of the report. Written confirmation that the archaeological contractor will not be producing an archive must be obtained from the HET. The condition in these cases will be considered as discharged upon receipt of the report and completion of the OASIS entry.
- 9.3 The Material (Finds) Archive
- 9.3.1 Items in the material archive must be cleaned (or otherwise treated) ordered, recorded, packed and boxed in accordance with the deposition standards of the relevant museum. It is advised that early consultation with the museum will facilitate transfer of the material archive.
- 9.3.2 Archaeological finds resulting from the investigation (which are the property of the landowner), should be deposited with the appropriate museum - in a manner to be agreed with the museum - and within a timetable to be agreed with the HET. The composition of the archive shall conform to the collecting museum's accession guidelines for depositing

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<sup>1</sup> The 'Material (Finds) Archive'

- archaeological material. The acceptance of an archive by the museum will be in accordance with the museum's accession/collection policies and early consultation with the relevant collecting museum is advised.
- 9.3.3 The archaeological contractor must, on behalf of the museum, obtain a written agreement from the landowner to transfer title to all items in the material archive to the receiving museum. It is preferable for this agreement to be made at the earliest possible stage following assessment after data-collection. It is not advisable to wait until the archive has been compiled before obtaining transfer of title.
- 9.3.4 If ownership of all or any of the finds is to remain with the landowner, provision and agreement must be made for the time-limited retention of the material and its full analysis and recording, by appropriate specialists.
- 9.4 Deposition of the digital archive  
The digital archive will consist of:  
(i) all born-digital data (images, survey data, digital correspondence, site data collected digitally etc.) and  
(ii) digital copies made of all other relevant written and drawn data produced and/or collected during fieldwork - i.e. the primary record comprising context records and indices, sample sheets and indices, finds records and indices, site drawings - earthwork surveys, sections and plans, as well as relevant sketches or notes that aid the interpretation and understanding of the site and its recording, any relevant information undertaken as part of the post-excavation assessment or analysis, etc.
- 9.4.1 Digital archive must be deposited with a Trusted Digital Repository and thus made publicly accessible, in accordance with the National Planning Policy Framework (2011). It is understood that the only suitable repository for digital archaeological archive is the Archaeology Data Service (ADS) – contact details are given at the end of this brief. Digital archive must be compiled in accordance with the standards and requirements of the ADS, which may be accessed through the ADS website: <http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors>  
Guidance on selection for the archive is also provided: <http://archaeologydataservice.ac.uk/advice/selectionGuidance>
- 9.4.2 It is expected that a licence to copyright for documentary material, in both physical and digital forms, will be given to the receiving repository. This must be stated within the Written Scheme of Investigation, which should also identify the recipients of each element of the documentary archive.
- 9.5 Disposal of the primary hardcopy records
- 9.5.1 The collecting museum may wish to retain the hardcopy archive to accompany the artefactual material. (For example: where the programme of archaeological works involves the investigation and analysis of regionally/nationally significant archaeological and/or artefactual deposits). In all cases the archaeological contractor must first offer the primary paper record archive to the museum prior to its disposal.
- 9.5.2 Once the digital archive has been transferred to the appropriate Trusted Digital Repository (usually the ADS), and the museum has confirmed that this has occurred satisfactorily and that they do not require the hardcopy archive, the archaeological contractor may retain, disperse or dispose of the primary hardcopy items as they see fit. Items may be retained for curation by the contractor, developer or applicant, or offered to a third party organisation for public use or as a teaching resource. The WSI should state how primary hardcopy items will be treated.
- 9.5.3 Where the collecting museum does not require the hardcopy element disposal may mean physical destruction of the primary record. The WSI should state the proposed disposal method to be employed.
- 9.5.4 The archaeological contractor must notify the HET upon the completion of:  
deposition of the digital archive with the ADS, and  
deposition of the material (finds) archive with the museum.
- 9.5.5 The condition placed upon this development will not be regarded as discharged until the report has been produced and submitted to the HET and the LPA, the site archive deposited and the OASIS form completed.

## 10. CONTACT NAME AND ADDRESS

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1st May 2014

## Appendix 3

### HER Entries

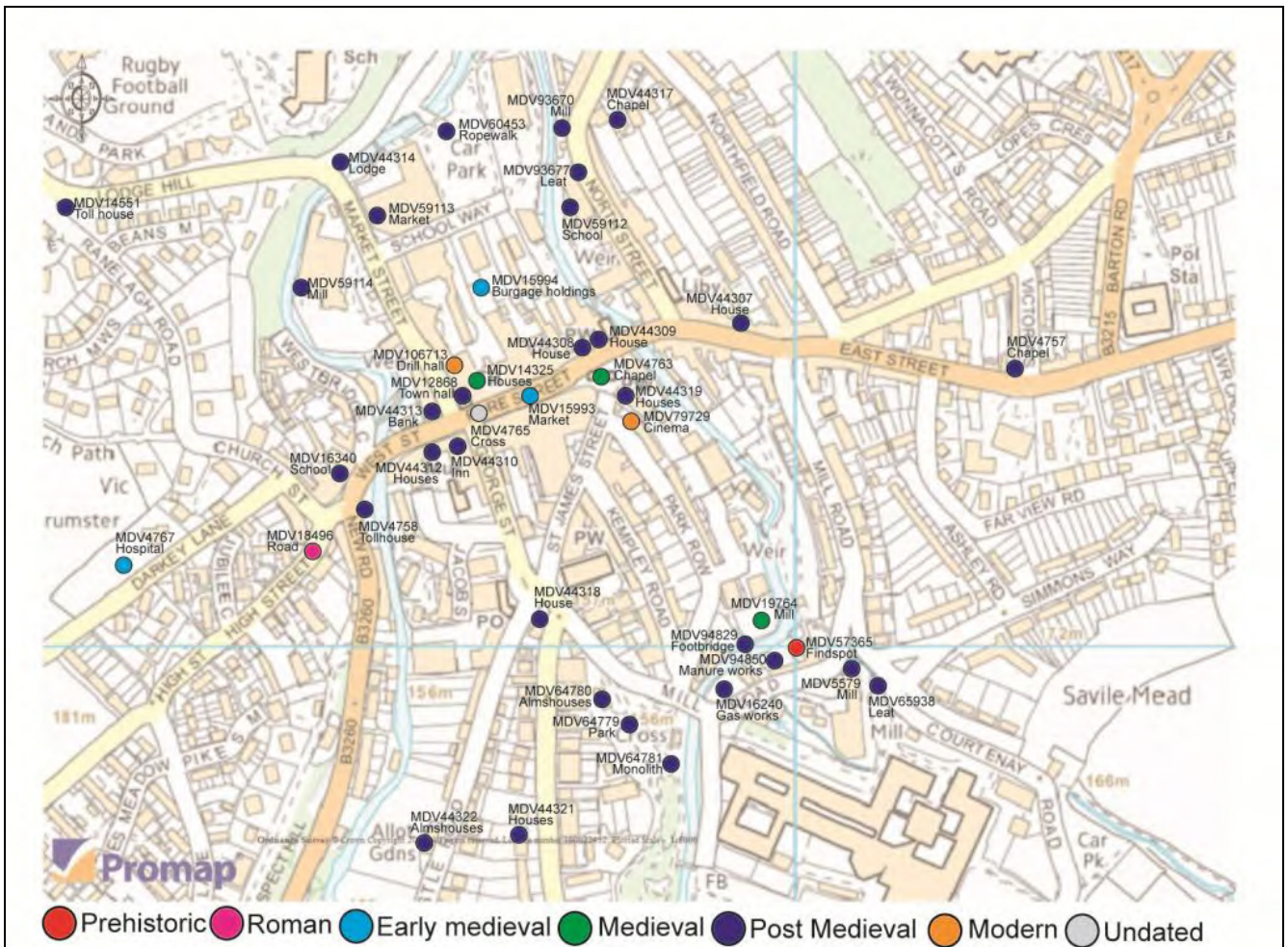


Figure 8: Map plotting all the nearby heritage assets.

Mon. ID	Site Name	Record	Notes
MDV79729	Modern – Carlton Cinema	Demolished structure	Cinema, probably 1930s, closed in 2003. Part of the building survives.
MDV4763	Medieval – St James's Chapel	Extant structure	Former chapel of ease, rebuilt in the 19 <sup>th</sup> century but retaining 15 <sup>th</sup> century tower
MDV44319	Post medieval – 1 and 3 James Street	Extant structure	17 <sup>th</sup> century with massive granite chimney stack
MDV15993	Medieval – Fore Street market place	Documentary evidence	Fore street has probably been the location for markets from the medieval period to the beginning of the C20
MDV44310	Post medieval – White Hart Hotel	Extant structure	Coaching Inn late C17 to C18 with late C18 assembly room
MDV4765	Undated – town or market cross	Documentary evidence	A town or market cross, located opposite the town hall is mentioned in the C17 the exact location is unknown
MDV44313	Post medieval – Lloyds bank	Extant structure	Neo Georgian bank dated to 1908 on rainwater heads
MDV44312	Post medieval - 1, 3, and 5 west street	Extant structure	C18 and early C19 stone houses
MDV16340	Post medieval - former grammar school	Documentary evidence	The former grammar school dating from at least the C17 was opposite the west bridge closed in 1806

MDV12868	Post medieval – Okehampton town hall	Extant structure	Originally private house built in 1685, which was converted into town hall in 1821.
MDV14325	Medieval – Former Inn, Red Lion Yard	Extant structure	Range of buildings on the west side of Cart Passage from Fore Street which contain features of late medieval date
MDV106713	Modern – Drill Hall	Extant structure	Former drill hall erected in 1914

Table 1: Table of nearby heritage assets



Appendix 4  
Supporting Jpegs



View of the stone outbuilding from within the courtyard to the rear of No.3 Kempley Road; from the south, south-west.



View of the courtyard behind No.3 Kempley Road; from the south, south-west.



The stone outbuilding, within the open span building; from the south-east.



The stone outbuilding within the open span building; from the south-east.



View of the open fronted stone section to the east of the stone outbuilding; from the south.



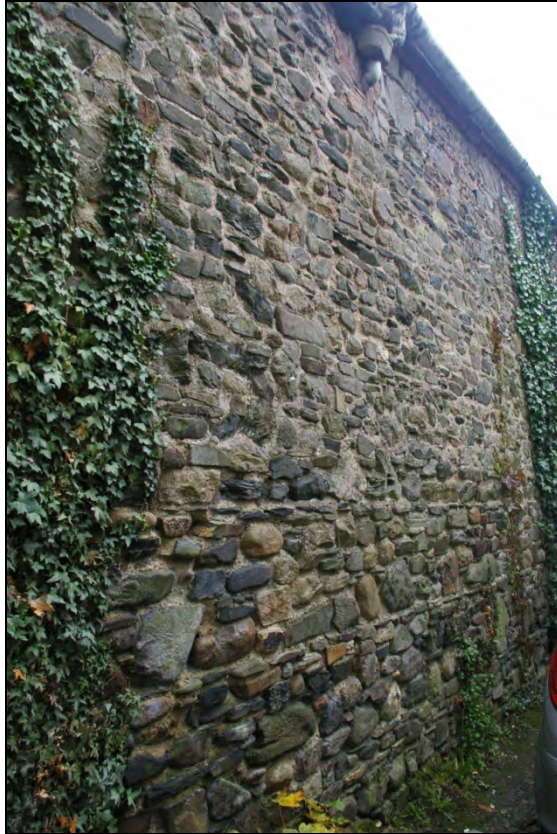
The stone wall in the north-east corner of the site; from the south.



View of open span building from the main doors onto Park Row; from the east.



The north and east elevations, showing the stonework of the outbuilding and the flanking walls; from the north-east.



Detail of the style of stonework of the north wall, with slate levelling courses through the stonework and the use of river pebbles, possibly from the nearby East Okement or West Okement Rivers; from the north-east.



View to other rubble stone buildings along Park Row, just south of the site, with stone walls running back to Kempley Road, very similar to the stone building on the site; from the north, north-east.



View showing the raised concrete floor level, within the site, in comparison to the levels along Park Row; from the east, north-east.



The Kempley Road frontage of the garage building; from the west-north-west.



View of the street frontage and garage from the south-west.



The Old Dairy  
Hacche Lane Business Park  
Pathfields Business Park  
South Molton  
Devon  
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