



# **New House at Sunholme, Porthloo, St Mary's, Isles of Scilly: Archaeological Watching Brief**

Katharine Sawyer

Report No: 2017/3



Report No

2017/3

Report Name

New House at Sunholme, Porthloo, St Mary's:  
Archaeological Watching Brief

Report Author

Katharine Sawyer

Event Type

Watching Brief

Client Organisation

Mr and Mrs N Cust

Client Contact

Mr I Sibley,  
Island Construction

Monuments (MonUID)

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Fieldwork dates (From) (To)

12/12/2016

15/12/2016

(Created By)

Katharine Sawyer

(Create Date)

29/12/2017

Location (postal address; or general location and parish)

Sunholme, Porthloo, St Mary's, Isles of Scilly

(Town – for urban sites)

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(Postcode)

TR21 ONE

(Easting) X co-ord

SV 91004

(Northing) Y co-ord

10989

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## **1 Project background**

In 2016 Mr and Mrs Cust were granted planning permission, in respect of application number P/16/066, for the demolition of the existing bungalow called Sunholme and the construction of a new two storey dwelling on the same footprint.

Katharine Sawyer was commissioned by Island Construction to undertake an archaeological watching brief during groundworks in order to satisfy pre-commencement condition C6.

The site is located on the western side of St Mary's at SV 91004 10989, approximately 70m from the coast at Thomas Porth and at about 5m above sea level. The area is characterised as sandy coast with dunes or grassland (Land Use Consultants 2002). Scheduled Monument DCO572, which includes Harry's Walls, an unfinished fort dating to the mid-16<sup>th</sup> century and a prehistoric standing stone, is approximately 130m to the south of the site.

## **2 Aims and objectives**

The site-specific aims were:

- to establish the presence/absence of archaeological remains
- to determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- to establish the nature of the activity on the site
- to identify any artefacts relating to the occupation or use of the site
- to provide further information on the archaeology of the site from any archaeological remains encountered.

## **3 Working methods**

The watching brief was carried out according to the methodology in a Written Scheme of Investigation for the work (Sawyer 2016, see Appendix 1) based on the Brief for Historic Building Recording and Archaeological Investigation by the Development Management Archaeological Advice Officer, Cornwall Council (Taylor 2016, see Appendix 2) .

## **4 Results**

Following the demolition of the previous building (with the exception of the concrete block terrace on its western side), ground works for the new house commenced on 12 December 2016 (figure 1). In the area of the previous house, which measured approximately 15.0m north-south by 10.0m east-west, the site was covered by light to mid brown clean blown sand with a few large boulders visible in it (figure 2).

The site is on level ground and a trench approximately 1.0m wide was excavated, by machine, around the perimeter of the house footprint (figure 3). On the western side of the site, a darker, hard, gritty ram was encountered in the base of the trench at a depth of about 1.3m from the top of the concrete terrace (figure 4).

On 15 December the other trenches were excavated; these were dug entirely in sand (figure 5). No further ground works were required for the construction of the new house. No structures, features or finds of archaeological significance were uncovered during the watching brief.

On an unknown date between early January and early July 2017 the existing septic tank, in the garden of Eastbank to the south of the house site, was removed and a new one installed (figure 3). There was no notification that this was being done and consequently no archaeological monitoring of the work.

On an unknown date between early July and late October 2017 the soakaway was installed in the garden of Sunholme, which is to the west of the house on the other side of the track and a trench was dug across the track from the septic tank to the garden (figure 3). Again there was no prior notification that this work was to be carried out and therefore no archaeological monitoring of it. Island Construction stated that the trench for the soakaway was dug no deeper than 0.5m and was in clean sand.

## **5 References**

Land Use Consultants, 2002. *The Isles of Scilly: A landscape assessment of the Area of Outstanding Natural Beauty*. Countryside Agency: Wetherby

Sawyer, K, 2016. *Sunholme, Porthloo, St Mary's, Isles of Scilly: Written Scheme of Investigation for a Programme of Archaeological Recording during Groundworks*

Taylor, S, 2016. *Brief for Historic Building Recording and Archaeological Investigation*, Cornwall Council

## **6 Project archive**

The documentary and photographic archive is deposited at the Isles of Scilly Museum, Church Street, St Mary's TR21 0JT.

Historic England/ADS OASIS online reference: katharin1-304706



## Figures

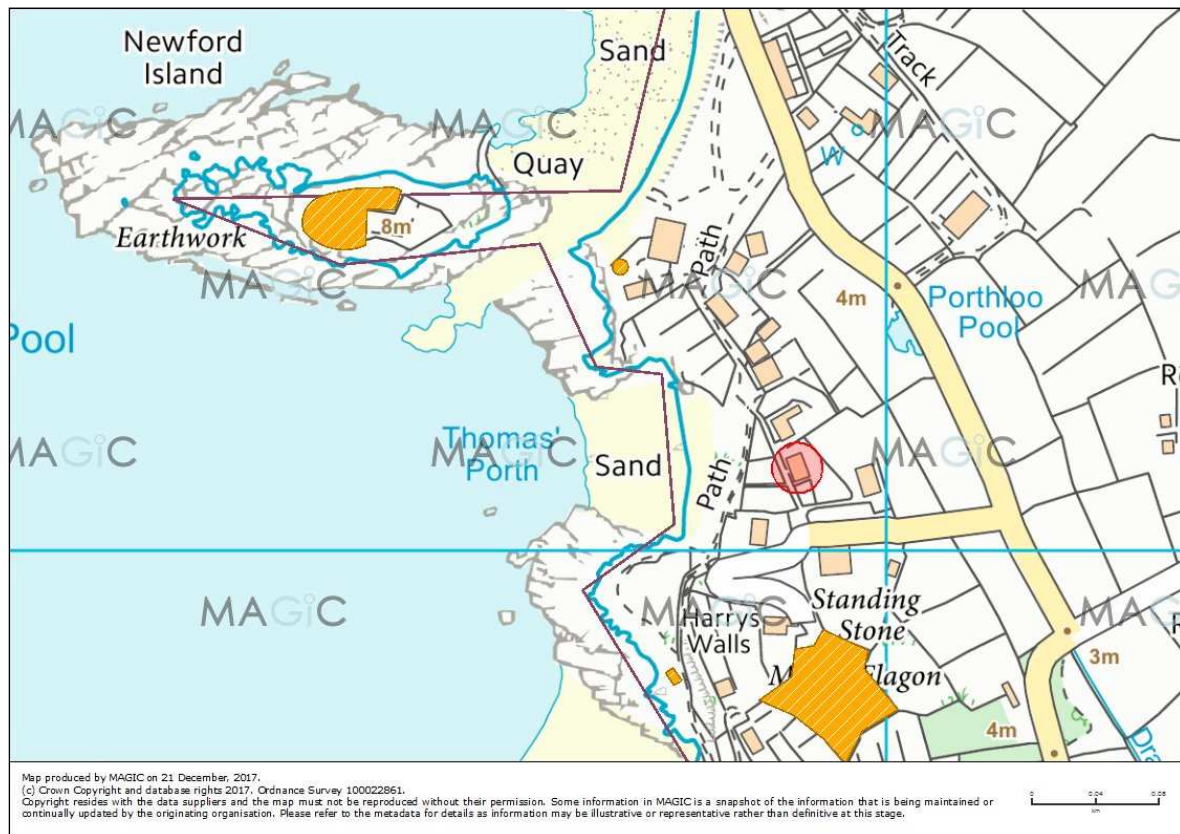


Figure 1 Location map (site circled in red, Scheduled Monuments hatched in orange)



Figure 2 Site prior to commencement of ground works

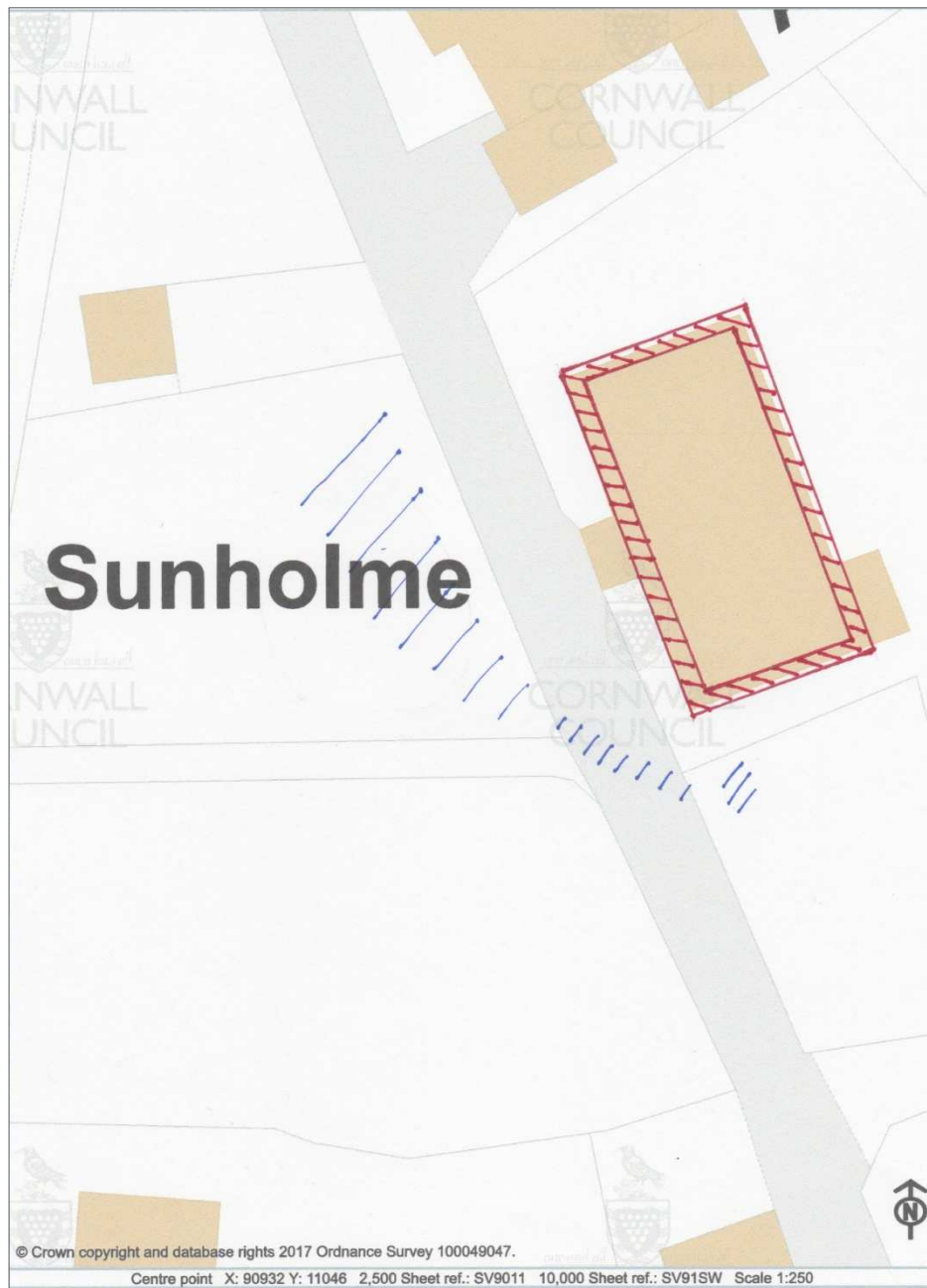


Figure 3 Area monitored shown outlined and hatched in red; approximate locations of septic tank, soakaway and connecting pipe (excavation not observed) shown hatched in blue.





Figure 4 Trench on western side of site, showing ram in base



Figure 5 Trench on southern side of site

## **Appendix 1 Written Scheme of Investigation**

**Sunholme, Porthloo,  
St Mary's, Isles of Scilly TR21 0NE  
Written Scheme of Investigation for a Programme  
of Archaeological Recording during Groundworks**

Clients: Mr and Mrs N Cust  
Contact: Mr I Sibley  
Tel: 01720 422431  
E-mail: enquiries@islandconstruction.co.uk

### **1 Site location and description**

The site is on the western side of St Mary's, at NGR SV 91004 10989. It lies approximately 5m above sea level at Thomas Porth. The area is characterised as sandy coast with dunes or grassland (Land Use Consultants 2002). The site is surrounded by rough ground: blown sand and dunes (Land Use Consultants 1996).

The proposed development consists of the demolition of an existing house and the construction of a new two-storey house on the same footprint.

### **2 Project background**

Following a planning application submitted on 11 July 2016 (application number P/16/066), Mr and Mrs Cust were granted planning permission for the development.

Permission for development was granted subject to an archaeological recording pre-commencement condition, C6, that:

‘Prior to the commencement of the development here approved the applicant shall secure the implementation of an archaeological Watching Brief in accordance with a Written Scheme of Investigation (WSI) submitted by the applicant and approved in writing by the Local Planning Authority.’

The reason for this condition is that:

‘This is a pre-commencement condition that requires the submission of details to fully understand the impact upon potential below ground archaeological remains that were not submitted as part of the application. This is required in the interests of protecting/recording features of archaeological importance. In accordance with Policy 1 of the Isles of Scilly Local Plan 2005 and Paragraph 128 of the National Planning Policy Framework 2012.’

### **3 Archaeological and historical background**

The Cornwall and Scilly Historic Environment Record records that the development site is near Scheduled Monument DCO572 which includes Harry's Walls, an unfinished 16<sup>th</sup> century fort (MCO30632; MCO41962) and a prehistoric standing stone (MCO30848).

There is no record of previous archaeological work at the site of the development.

#### **4 Project aims**

The site specific aims are to:

- establish the presence/absence of archaeological remains
- determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- establish the nature of the activity on the site
- identify any artefacts relating to the occupation or use of the site
- provide further information on the archaeology of the site from any archaeological remains encountered.

#### **5 Methodology**

The recording will involve the following phases of work:

1. Desk-based study
2. Archaeological fieldwork
3. Analysis and archiving
4. Report production
5. Archive deposition

##### **5.1 Desk-based study**

Prior to the commencement of on-site works, the project archaeologist will familiarise themselves with the site by examining the information held in the Cornwall and Scilly Historic Environment Record, on the 1<sup>st</sup> and 2<sup>nd</sup> edition Ordnance Survey maps of the area, at the Isles of Scilly Museum and in any relevant publications.

##### **5.2 Archaeological fieldwork**

An archaeologist will be present during all groundworks associated with the development, unless circumstances dictate a different approach. If work is carried out by machine, where possible a toothless ditching bucket will be used for the removal of any overburden until the first archaeological horizon is exposed. This will then be hand cleaned and recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

Any significant features or layers identified in plan or section will be recorded using the following methodology:

- (a) each feature or layer will be assigned a context number from a continuous block of context numbers and recorded on a standard pro forma context sheet, where possible noting the location, extent, nature, character and stratigraphic relationships of any archaeological evidence revealed;
- (b) location will be plotted onto a 1:100 plan (drawn in 4H pencil on gridded drafting film);
- (c) if appropriate the feature/layer will be planned at 1:20 scale and recorded in section at 1:10 scale (unless circumstances indicate that other scales would be more appropriate);
- (d) scaled archive photographs will be taken (35mm black and white prints and negatives); digital colour photographs will be used for report illustration. In the case of detailed photographs a north arrow will be included, where appropriate. A photographic register

detailing the feature number, location, direction of shot and other relevant information will be drawn up.

(e) any artefacts from the site (excluding post-1800 unstratified ceramics) will be collected in sealable plastic bags which will be labelled immediately with the site code (SH16) and context number if appropriate. They will be removed from the site for processing and conservation where necessary, in preparation for analysis and archiving.

(f) if human remains are discovered they will initially be left in situ and reported to Development Management Archaeological Advice Officer, Cornwall Council (DMAAO) and the appropriate authorities (including the Coroner). If they are to be removed this will be done in accordance with the relevant Government regulations, with due reverence and in accordance with current best practice and legal requirements. The site will be screened from public view during excavation and, once excavated, the human remains will not be exposed to public view. If human remains are not to be removed their physical security will be ensured by back-filling as soon as possible after recording.

The Chartered Institute for Archaeologists' *Standards and guidance for an archaeological watching brief* will be followed in the execution of the project.

The Historic England Science Advisor for the South-West (Hayley McParland 0117 975 0689, Hayley.McParland@historicengland.org.uk) will be consulted for advice, if necessary.

Finds work, sampling, etc will be guided by the ClfA *Guidelines for Finds Work* and the Historic England Centre for Archaeology Guidelines on *Archaeometallurgy, Environmental Archaeology* and *Geoarchaeology*.

If significant archaeological deposits are exposed all works will cease and a meeting will be convened with Mr and Mrs Cust (or their representative) and the DMAAO to discuss the most appropriate way forward.

### **5.3 Analysis and archiving**

During this phase the results of the fieldwork will be collated for archiving. This will involve the following tasks:

- washing or other cleaning of finds, where appropriate
- marking of pottery, and other finds where appropriate, with the site code and context number
- indexing of site drawings and photographs;
- identification of finds, with the assistance of specialists from Cornwall Archaeological Unit and/or elsewhere, if appropriate (details of specialist consultants are included in Appendix 2).

### **5.4 Report production**

A report presenting the results of the archaeological recording will be produced within a time period, not exceeding six months, to be agreed between Mr and Mrs Cust, the DMAAO, the Isles of Scilly Museum and Katharine Sawyer.

Two copies of the report (one hardcopy and one digital in PDF format on CD-ROM) will be submitted to the DMAAO for addition to the Cornwall and Scilly Historic Environment Record. Copies will also be provided to the Planning Department of the Council of the Isles of Scilly, Mr and Mrs Cust and the Isles of Scilly Museum.

A record of the investigation will also be set up on the Historic England/ADS online index (OASIS).

The report will have the following contents:

- a concise non-technical summary of the project results
- the aims and methods adopted in the course of the investigation
- a discussion of archaeological findings in terms of both the site specific aims and the desk based research
- a location map, a drawing showing those areas examined as part of the archaeological recording, and copies of any archaeological plans and sections. All plans will be tied to the Ordnance Survey national grid
- all specialist reports and assessments
- a summary of the archive contents and date of deposition
- a context register with brief descriptions will be included as an appendix
- a copy of the project brief and the approved written scheme of investigation will be included as an appendix.

The DMAAO will advise, within four weeks of receipt of the report, whether full publication in an appropriate journal is required. (A contingency for this will be included in the estimate for the work.)

### **5.5 Archive deposition**

A site archive will be prepared, in accordance with the *Management of Research Projects in the Historic Environment (MoRPHE)* (Historic England 2015), upon completion of the project.

The Isles of Scilly Museum have agreed to accept the archive, which will include a copy of the written report. This will be deposited within two months of the completion of the full report. Confirmation of the deposition of the archive and a summary of its contents will be supplied to the DMAAO.

A copy of the report will be supplied to the Historic England Archive in Swindon.

## **6 Monitoring**

Groundworks will not commence until written approval for this WSI has been received from the DMAAO. Notification of the proposed start of work will be given to the Local Planning Authority and the DMAAO, in writing, if possible at least one week in advance.

Work is anticipated to start in early December 2016 and the DMAAO will be kept regularly informed of progress.

Any variations to this WSI will be agreed with the DMAAO, normally in writing, prior to them being carried out.

## **7 Copyright**

Copyright of all material gathered as a result of the project will be reserved to Katharine Sawyer. Existing copyrights of external sources will be acknowledged where required. Use of the material will be granted to the client.

## 8 Project staff

Katharine Sawyer MA (Cantab), MSc, PhD is the archaeological contractor for the project. She is an archaeologist who lives on St Mary's. A c.v. of her relevant qualifications and experience is at Appendix 1 of this document.

If any archaeological finds or features come to light for which she does not have the necessary resources or expertise, she will contact Charlie Johns, Archaeology Projects Officer at Cornwall Archaeological Unit, Cornwall Council, with special responsibility for Scilly, for advice and assistance.

The relevant qualifications and experience of Charlie Johns and Carl Thorpe (the other CAU member of staff who may be involved) and the external specialists, who have agreed to provide contingency support for the work outlined in the WSI, are included at Appendix 2.

## 9 Health and safety statement

Katharine Sawyer holds the NEBOSH National General Certificate in Occupational Safety and Health. Prior to on-site work commencing a Risk Assessment will be carried out and liaison with the contractors will be undertaken to ensure a safe system of work in relation to the archaeological recording.

## 10 References

- Cornwall Council. Cornwall and Scilly Historic Environment Record
- Chartered Institute for Archaeologists, 2014. *Standard and guidance for an archaeological watching brief*
- Historic England, 2001. *Centre for Archaeology Guidelines: Archaeometallurgy*
- Historic England, 2002. *Centre for Archaeology Guidelines: Environmental Archaeology*
- Historic England, 2004. *Centre for Archaeology Guidelines: Geoarchaeology*
- Historic England, 2015. *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*
- Johns, C, 2002-3. An Iron Age Sword and Mirror Burial from Bryher, Isles of Scilly, *Cornish Archaeology* 41-42
- Johns, C, Larn, R and Tapper, B P, 2004. *Rapid Coastal Zone Assessment Survey of the Isles of Scilly*. HES, Truro
- Johns, C and Sawyer, K, 2008. *Isles of Scilly Off-island Quays Refurbishment, Archaeological Recording*, HES, Truro
- Land Use Consultants, 1996. *Isles of Scilly: Historic Landscape Assessment and Management Strategy*. Unpublished report for the Duchy of Cornwall
- Land Use Consultants, 2002. *The Isles of Scilly: A landscape assessment of the Area of Outstanding Natural Beauty*. Countryside Agency, Wetherby
- Ratcliffe, J and Johns, C, 2003. *Scilly's Archaeological Heritage*, Twelveheads Press
- Taylor S R, and Johns, C, 2009-10. Archaeological recording on the site of the new sports field at Dolphin Town, Tresco, Isles of Scilly, *Cornish Archaeology*, 48-49
- Taylor, S R and Johns, C, 2010. *St Agnes Affordable Housing, Higher Town, St Agnes, Isles of Scilly: Archaeological Mitigation Phase I: Archive Report*, HE Projects, Truro

Katharine Sawyer  
30 November 2016



## **Appendix 1: Curriculum Vitae for Katharine Sawyer**

### **Employment History**

May 2000 to date

#### Freelance Archaeologist/Guide

- Archaeological watching briefs at a number of sites in Scilly and Cornwall
  - carried out both independently and in association with Cornwall Archaeological Unit, Cornwall Council
- Historic environment aspects of environmental impact assessments, Isles of Scilly
- Leading of guided walks, boat trips and short break holidays, teaching of adult education classes
- Research and writing of a series of guided walk leaflets for the AONB Unit of the Council of the Isles of Scilly
- As a Trustee of the Isles of Scilly Museum, identification of artefacts, interpretation and arrangement of displays.

October 1978  
to May 2000

A variety of management and consultancy roles in both private and public sector organisations (including English Heritage), mainly in personnel and training.

July 1977 to  
October 1978

Various temporary jobs in shops and offices  
Work on archaeological excavations at Shaugh Moor, Devon (volunteer), Hambledon Hill, Dorset (volunteer) and Long Ashton, Avon (site supervisor).

### **Relevant Educational and Professional Qualifications**

1977

BA (Hons) in Archaeology and Anthropology, Class 2i  
King's College, University of Cambridge

1981

MA, University of Cambridge

2001

NEBOSH National General Certificate in Occupational Safety and Health - Credit

2013

PhD in Archaeology  
University of Exeter  
Thesis title: "Isles of the Dead? The Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly".

## **Appendix 2: Qualifications and experience of other possible project staff**

### **Cornwall Archaeological Unit, Cornwall Council Staff**

**Charlie Johns (BA, MIFA).** As an Archaeology Projects Officer with CAU (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns 2009-10); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns et al 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008), the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns 2010) and St Martin's Community Centre (Johns and Sawyer 2012).

Recent projects include the management of Lyonesse Project, a four-year study of the evolution of the coastal and marine environment of Scilly and the preparation of a Research Framework for the Historic Environment of Scilly (both for Historic England). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville 2011; Johns et al 2006), and is currently representative for Scilly on the CBA SW Committee.

**Carl Thorpe BSc** will undertake initial finds processing, identification and cataloguing and has carried out similar work for Scillonian projects over the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in Cornish Archaeology (forthcoming).

### **Specialists**

**John Allan MPhil – Medieval/post-medieval pottery specialist:** John is the leading authority on medieval and post-medieval pottery in south- west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

**Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery:** Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

**Dana Challinor MA, MSc – Freelance Charcoal Specialist:** Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

**Ralph Fyfe, PhD - Palynologist:** Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

**Claire Ingrem PhD– Animal bone specialist:** Claire is an experienced freelance animal bone specialist who will carry out assessment and analysis of animal bone if required.

**Julie Jones BA – Archaeobotanist:** An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

**Laura Ratcliffe, BSc – Conservationist: The Royal Cornwall Museum, Truro:** Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She was formerly based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a freelance basis if required.

**Radiocarbon Dating Laboratory, Scottish Universities Environmental Research Centre (SUERC):** Samples for radiocarbon dating will be sent to SUERC.

## **Appendix 2**

### **Brief for Historic Building Recording and Archaeological Investigation**

**Date:** 9th November 2016

**Applicant:** Mr and Mrs N Crust

**Address:** Sunholme Porthloo St Mary's Isles Of Scilly TR21 ONE

**Application:** P/16/066

**Agent:** Mr Barry Coupe, Courtney Cottage, Fairfield Road, Iwerne Courtney, Blandford Forum, Dorset DT11 8QA

**HBSMR:** DCO572; MCO30632; MCO41962; MCO30848

**Development Management Archaeological Advice Officer:** Sean Taylor, Cornwall Council, t. 01872 324364 | 07968 892140 e. [setaylor@cornwall.gov.uk](mailto:setaylor@cornwall.gov.uk)

**Local Planning Authority Officer:** Andrew King, Officer: Planning & Development Management, Council of the Isles of Scilly, Town Hall, The Parade, St Mary's, Isles of Scilly, TR21 0LW

This brief is only valid for six months. After this period the Development Management Archaeological Advice Officer (DMAAO) should be contacted. Any Written Scheme of Investigation (WSI) resulting from this brief shall only be considered for the same period. The contractor is strongly advised to visit the site before completing their WSI as there may be implications for accurately costing the project.

#### Contractors Written Scheme of Investigation (WSI)

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

#### **1 Introduction**

- 1.1 This brief has been written by the DMAAO and sets out the minimum requirements for archaeological recording at the above site to discharge the archaeological recording conditions of the above planning applications.

#### **2 Site Location and Description**

- 2.1 The site is located at Ordnance Survey grid reference SV 91004 10989.

#### **3 Planning Background**

- 3.1 Planning application P/16/066 has been granted consent subject to the following archaeological recording condition (C6):
- 3.2 Prior to the commencement of the development hereby approved the applicant shall secure the implementation of an archaeological Watching Brief in accordance with a Written Scheme of Investigation (WSI) submitted by the applicant and approved in writing by the Local Planning Authority. 2

3.3 Reason: This is a pre-commencement condition that requires the submission of details to fully understand the impact upon potential below ground remains that were not submitted as part of the application. This is required in the interests of protecting/recording features of archaeological importance. In accordance with Policy 1 of the Isles of Scilly Local Plan 2005 and Paragraph 128 of the National Planning Policy Framework 2012.

3.4 The applicant, their agents and any subcontractors should note that where there are other conditions requiring satisfaction in advance of the commencement of works on site; it is the responsibility of the applicant to liaise with the planning officer concerned to ensure that the timetabling of these works is managed.

#### **4 Archaeological Background**

4.1 The Cornwall and Scilly Historic Environment Record (HER) notes that the application site is near the Scheduled Monument DCO572 that includes the remains of an unfinished 16th century fort, Harry's Walls (MCO30632; MCO41962), and a prehistoric standing stone (MCO30848).

#### **5 Requirement for Work**

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

The site specific aims are to:

- Establish the presence/absence of archaeological remains
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site
- To provide further information on the archaeology of the site from any archaeological remains encountered

#### **6 General Methodology**

6.1 All stages of the investigation shall be supported by a WSI.

6.2 The archaeological contractor is expected to follow the code of the Chartered Institute for Archaeologists (CIfA).

6.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.

6.4 All of the latest Health and Safety guidelines shall be followed on site.

6.5 The CIfA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.

6.6 Terminology will be consistent with the Historic England Thesaurus (FISH, 2016. *Thesaurus of Monument Types*, Forum on Information Standards in Heritage)

#### **7 Archaeological Recording Methodology**

7.1 Prior to the commencement of onsite works the archaeological contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment Record (HER), the Isles of Scilly Museum, the Cornwall Record Office at Truro and the Cornwall Centre at Redruth, where appropriate.

7.2 An archaeologist shall be present during all ground works associated with the development, unless circumstances dictate a different approach. A toothless ditching bucket can be used for the removal of any overburden until the first archaeological horizon is exposed. This will then be hand cleaned as appropriate.

7.3 Any surviving remains which will be disturbed or destroyed by the development shall be archaeologically excavated and recorded.

7.4 Details of how all archaeological contexts and artefacts will be excavated, surveyed, recovered and recorded shall be provided. The site will be tied into the national grid.

7.5 Details of the site planning policy shall be given in the WSI. The normal preferred policy for the scale of archaeological site plans is 1:20 and sections 1:10, unless circumstances indicate that other scales would be more appropriate.

7.6 The photographic record shall consist of prints in black and white together with the negatives. Digital photography may be used for report illustration. For both general and specific photographs, a photographic scale shall be included. In the case of detailed photographs it may be appropriate to include a north arrow. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

7.7 If significant archaeological deposits are exposed, all works must cease and a meeting convened with the client and the DMAAO to discuss the most appropriate way forwards.

## 8 Finds

8.1 All finds, where appropriate, will be retained from each archaeological context excavated.

8.2 All finds, where appropriate, shall be washed.

8.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.

8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.

8.5 The requirements for conservation and storage shall be agreed with the Isles of Scilly Museum prior to the start of work, and confirmed in writing to the DMAAO.

8.6 Finds work should be to accepted professional standards and adhere to the ClfA *Guidelines for Finds Work*.

8.7 Environmental sampling should be guided by *Environmental Archaeology* ((Historic England Centre for Archaeological Guidelines, 2011, 2<sup>nd</sup> edition).

8.8 Further Historic England guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).

8.9 The Historic England Science Advisor (South West) will be able to provide archaeological science advice if required (Hayley McParland, 0117 975 0689, Hayley.McParland@historicengland.org.uk).

## 9 Human Remains

9.1 Any human remains which are encountered must initially be left in situ and reported to the DMAAO and the appropriate authorities (the Coroner), where appropriate. If removal is necessary this must comply with the relevant Government regulations. If burials are encountered their legal status must be ascertained and recording and/or removal must comply with the legal guidelines.

9.2 If human remains are not to be removed their physical security must be ensured, preferably by back filling as soon as possible after recording.

9.3 If human remains are to be removed this must be done with due reverence and in accordance to current best practice and legal requirements. The site must be adequately screened from public view. Once excavated human remains must not be exposed to public view.

## 10 Results

10.1 The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the archaeological contractor, the DMAAO and the Isles of Scilly Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.

10.2 The archaeological contractor will undertake the Historic England/ADS online access to the index of archaeological investigations (OASIS).

10.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.

10.4 The report must contain:

- A concise non-technical summary of the project results.
- The aims and methods adopted in the course of the investigation.
- A discussion of the archaeological findings in terms of both the site specific aims and the desk based research.
- A location map, a drawing showing those areas examined as part of the archaeological recording, and copies of any archaeological plans and sections. All plans shall be tied to the national grid.
- All specialist reports and assessments.
- A summary of the archive contents and date of deposition.
- A context register with brief descriptions shall be included as an appendix.
- A copy of the brief and the approved WSI will be included as an appendix.

10.5 A contingency shall be made within the costs for full publication in an appropriate journal. The DMAAO will notify the contractor of such a need within four weeks of receipt of the report.

## **11 Archive Deposition**

11.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) (Historic England 2015)* upon completion of the project. The requirements for archive storage shall be agreed with the Isles of Scilly Museum.

11.2 If the finds are to remain with the landowner a full copy of the documentary archive shall be housed with the Isles of Scilly Museum.

11.3 The archive including a copy of the written report shall be deposited with the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the DMAAO.

11.4 Where there is only a documentary archive this will be deposited with the Isles of Scilly Museum.

11.5 A copy of the report will be supplied to the Historic England Archive (HEA) in Swindon.

11.6 A summary of the contents of the archive shall be supplied to the DMAAO.

11.7 Only on completion of 11.1 to 11.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

## **12 Monitoring**

12.1 The DMAAO will monitor the work and should be kept regularly informed of progress.

12.2 Notification of the start of work shall be given preferably in writing to the DMAAO at least one week in advance of its commencement.

12.3 Any variations to the WSI shall be agreed with the DMAAO, preferably in writing, prior to them being carried out.