

## **BRIEF FOR ARCHAEOLOGICAL RECORDING**

**Date:** 21<sup>st</sup> February 2014

**Address:** Proposed Batching Pant Site, Parting Carn Lane, Parting Carn, St Mary's

**Application:** P-14-004

**HBSMR Ref:** CCO5873

**Applicant:** Lagan Construction Limited

**Agent:** URS Infrastructure and Environment UK Limited

**Historic Environment Planning Advice Officer:** Phil Markham, Cornwall Council, Historic Environment Service, Council Offices, Dolcoath Avenue, Camborne, TR14 8SX t. 07973 813572 e. [pmarkham@cornwall.gov.uk](mailto:pmarkham@cornwall.gov.uk)

**Local Planning Authority Officer:** Craig Dryden, Planning & Development Department, Council of the Isles of Scilly, Old Wesleyan Chapel, Garrison Lane, St Mary's, Isles of Scilly TR21 0JD

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

### Contractors Written Scheme of Investigation (WSI)

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

#### **1 Introduction**

- 1.1 This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at the above site. The application is currently pending but is likely to be granted consent with an archaeological recording condition.

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

- 2.1 The site is located at Ordnance Survey Grid Reference SV 9178 1078 and is located to the north of the airport in agricultural land between Old Town and Higher Moors.

#### **3 Planning Background**

- 3.1 Planning application P-14-004 was submitted on the 27<sup>th</sup> January 2014 and was for the temporary use of agricultural land for use as a mobile batching plant and construction compound with temporary residential accommodation for works associated with the upgrade of St Mary's Airport. This application is currently pending; however it is likely to be granted consent with the archaeological recording condition(s) below.
- 3.2 (1) No demolition/development shall take place/commence until a programme of archaeological work including a Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:

- A. The programme and methodology of site investigation and recording
- B. The programme for post investigation assessment
- C. Provision to be made for analysis of the site investigation and recording
- D. Provision to be made for publication and dissemination of the analysis and records of the site investigation
- E. Provision to be made for archive deposition of the analysis and records of the site investigation
- F. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.

(2) No demolition/development shall take place other than in accordance with the Written Scheme of Investigation approved under condition (1).

(3) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (1) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

- 3.3 The applicant, their agents and any subcontractors should note that where there are 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) records that the application site has three Scheduled monuments within 500m and numerous HER record sites in the vicinity.

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

- 5.1 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.
- 5.2 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 St Mary's from any archaeological remains encountered

#### **6 General Methodology**

- 6.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).

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

## **7 Archaeological Recording Methodology**

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

## **8 Finds**

- 8.1 All finds, where appropriate, will be retained from each archaeological context excavated.
- 8.2 All finds, where appropriate, shall be washed.
- 8.3 All pottery, and other finds, where appropriate, shall be marked with the site code and context number.
- 8.4 The WSI shall include an agreed list of specialist consultants, who may be required to conserve and/or report on finds, and advise or report on other aspects of the work including environmental sampling.
- 8.5 The requirements for conservation and storage shall be agreed with the Isles of Scilly Museum prior to the start of work, and confirmed in writing to the HEPAO.
- 8.6 Finds work should be to accepted professional standards and adhere to the Institute for Archaeologists *Guidelines for Finds Work*.
- 8.7 Environmental sampling should be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- 8.8 Further English Heritage guidance that may be helpful includes *Geoarchaeology* (2004) and *Archaeometallurgy* (2001).
- 8.9 The English Heritage Advisor for Archaeological Science will be able to provide archaeological science advice if required (Vanessa Straker 0117 975 0689).

## **9 Human Remains**

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

## **10 Results**

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

## **11 Archive Deposition**

- 11.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the 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 HEPAO.
- 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 National Monuments Record (NMR) in Swindon.
- 11.6 A summary of the contents of the archive shall be supplied to the HEPAO.
- 11.7 Only on completion of 11.1 to 11.5 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

## **12 Monitoring**

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

- 12.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.
- 12.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.