



Isles of Scilly, St  
Mary's Airport,  
Proposed Batching  
Plant Site

Written Scheme of  
Investigation

March 2014

Prepared for:  
Lagan Construction Limited

UNITED  
KINGDOM &  
IRELAND



REVISION SCHEDULE					
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**Figure 1 – Site Location**

**1 INTRODUCTION**

URS have been commissioned to prepare a Written Scheme of Investigation (WSI) for the archaeological works required prior to the development of a batching plant site at St. Mary's Airport, Isles of Scilly. The archaeological fieldwork will comprise a watching brief to be undertaken prior to the main works associated with the proposed development.

This WSI and accompanying drawings detail the requirements and detailed methodology for the watching brief within the proposed batching plant site which will be undertaken by an archaeological contractor (the 'Contractor'). The archaeological fieldwork, post-survey assessment, archiving, analysis and preparation of the fieldwork report text will be undertaken by the 'Contractor', unless otherwise specified in this WSI.

This WSI outlines the methodology to be used for the watching brief and has been approved by Cornwall County Council (Phil Markam).

**1.1 Site Description**

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 (Figure 1).

**1.2 Planning Background**

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. The archaeological condition is below:

(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.

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.

### **1.3 Archaeological & Historical Background**

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.

The archaeology of Scilly is of international importance with evidence on land and below the present high water mark indicating that Scilly has been settled for at least four thousand years.

There are 238 Scheduled Ancient Monuments. Many of these scheduled sites cover extensive areas on the islands, containing over 900 individual monuments, representing different periods. There are concentrations of prehistoric ritual and burial monuments, field systems and houses, cist grave cemeteries and Romano-British settlements and shrines.

Over the last four hundred years a series of military installations has developed from Tudor forts and castles, Civil War batteries, 18th century and late 19th century defences, to World War II pillboxes and airfield installations.

## **2 OBJECTIVES**

The principal objective of the archaeological fieldwork is to satisfy the archaeological planning condition that has been placed upon this site and ensure that any archaeological deposits that are encountered are recorded.

The specific objectives of the watching brief are:

- to identify and record any archaeological deposits features and artefacts which may be present within the development;
- characterise and date any anomalies or finds recovered; and to produce a report on the findings of the works.

## **3 METHODOLOGY**

### **3.1 Watching Brief**

The watching brief will involve the observation of any groundworks associated with the development including topsoil stripping, the excavation of foundation and service trenches and any other ground disturbance.

All groundworks associated within the confines of the proposed batching plant site (Figure 2) will be carried out under archaeological supervision and the working method between the 'Contractor' and the principal contractor on site will be agreed prior to commencement of the groundworks.

The archaeological watching brief will be carried out in accordance with this Specification (and any further instructions from URS). This specification has regard to guidance issued by the Institute for Archaeologists Standards and Guidance for an Archaeological Watching Brief (2008) and the Code of Conduct (2012) along with other best practise guidance (Appendix 1).

A 'Contractor' will be present on site as necessary from the first day of the groundworks. The 'Contractor' will undertake any necessary health and safety training or inductions given by the Principal Contractor on site prior to starting on the watching brief. Once the groundworks have

been undertaken and all archaeological deposits, features and artefacts encountered have been recorded fully the archaeological watching brief will be complete.

Groundworks will be undertaken using suitable mechanical equipment such as a 360 degree tracked excavator fitted with a toothless ditching bucket. A toothed bucket or breaker may only be used temporarily if concrete, tarmac or other hard standing are encountered. A toothless bucket is to be used at all other times.

If archaeological deposits are identified, during the groundworks the 'Contractor' will be given sufficient time to clean and record the remains as appropriate. The watching brief should not cause any undue delay to the works.

If extensive or significant archaeological deposits and/or features are identified the 'Contractor' will notify URS immediately. Additional archaeologists may be deployed, subject to agreement from the Principal Archaeologist, URS.

The 'Contractor' shall not excavate any area beyond those scheduled for the proposed works.

The areas affected by the groundworks (even if it revealed no archaeological features) will be recorded on a suitable base map/ development plan and the stratigraphy and depth of excavation will be recorded. Details on recording procedures where significant archaeology is recovered, are detailed in the section below.

All non-modern artefacts will be retained. If appropriate all 'small' finds will be recorded three dimensionally. If artefact scatters are encountered these should be also recorded three dimensionally. Bulk finds will be collected by context. Finds will be stored in controlled conditions where appropriate. All artefacts will be retained, cleaned, labelled and stored as detailed in the guidelines of the UKIC (United Kingdom Institute of Conservators). Should any complex or significant discoveries be encountered URS should be contacted immediately to discuss the situation in consultation with the county archaeologist.

#### *Environmental Sampling*

The English Heritage Regional Advisor for Archaeological Science will be notified of the commencement of the project and will be consulted regarding the sampling strategy to be employed at the site. Provision will also be made for the recovery of material suitable for scientific dating.

Any samples taken must come from appropriately cleaned surfaces, be collected with clean tools and be placed in clean containers. They will be adequately recorded and labelled and a register of all samples will be kept. Once the samples have been obtained they should be stored appropriately in a secure location prior to being sent to the appropriate specialist.

Should human remains be discovered during the course of the watching brief the remains will be covered, protected, and left in situ in the first instance. The removal of human remains will take place in accordance with a Ministry of Justice licence and under the appropriate Environmental Health regulations and the Burial Act 1857 Section 25 of the Burial Act 1857 – The regulation of the exhumation of human remains. In such an event the 'Contractor' will notify URS immediately who will inform the H. M. Coroner for the district.

### **3.2 Recording**

A full graphic, photographic and written record of the findings will be made. Individual contexts will be recorded on separate contexts sheets within a context register. Plans shall be drawn to

a 1:50 or 1:20 scale and section drawings to a scale of 1:20 or 1:10 as appropriate. Drawn records will be related to Ordnance Survey datum and published boundaries where appropriate.

Photography (colour transparency and monochrome negative photographs) will be taken using a minimum format of 35 mm. In addition to records of archaeological features, a number of general site photographs will also be taken to give an overview of the site. Particular attention should be paid to obtaining shots suitable for displays, exhibitions and other publicity. The photographer of the general shots taken for this purpose should ensure that all members of staff included in the photographs are wearing appropriate Personal Protective Equipment (PPE). Digital photography may be used to supplement the formal photographic record, for example to produce images to illustrate the report or for publicity.

Digital images should be captured on a SLR camera at a minimum resolution of 10 mega-pixels. The camera must be set at the largest file size and highest picture quality. Images are acceptable as high quality .jpg files or camera .raw files. If the .raw setting is used the archive must include a set of images saved as .tiff files as manufacturer specific specialist software may be required to open the .raw files.

## **4 REPORTING & ARCHIVE**

### **4.1 Reporting Requirements**

Immediately after completion of the watching brief any finds will be processed. Each category of find or environmental material will be examined by a suitably qualified 'Contractor' or specialist, if necessary.

An interim report detailing the findings of each phase of works will be submitted within 1 week of the completion of fieldwork. Following this a full report detailing each phase of the works will be produced which will include the following:

- a non-technical summary;
- site location;
- archaeological and historical background;
- aims and objectives;
- methodology;
- results;
- discussion;
- general location and detailed plans showing the areas of excavation/ground disturbance (to a known scale);
- detailed plans and sections if appropriate (to a known scale);
- a cross-referenced index of the project archive; and
- general and detailed photographs, as appropriate.

One copy of the complete report will be submitted to URS as a draft. In finalising the report the comments of URS and the Principal Archaeologist will be taken into account.

Two bound copies, one unbound copy and a digital version of the report will be required within one week of the receipt of URS comments on the draft report.

Electronic files will be provided in Word for Windows and pdf format.

URS will submit one bound copy and a digital (pdf) copy on CD to the County Historic Environments Record.

#### **4.2 Archiving**

The 'Contractor' will deposit the archive with an appropriate depository which must be identified in advance of the project. It is the responsibility of the 'Contractor' to adhere to any clauses the said depository may have.

The Historic Environment Record (HER) is currently participating in the OASIS scheme (Online Access to the Index of Archaeological Investigation scheme). As part of this the 'Contractor' is required to fill in an OASIS data capture form on completion of each the project, and on deposition of the final archive. Details of the progress, copies of the form and guidelines for its completion can be found at <http://ads.ahds.ac.uk/project/oasis>. Failing this, the 'Contractor' shall contact the Archaeology Data Service directly for further advice.

#### **4.3 Copyright**

The 'Contractor' shall assign copyright in all reports and documentation/ images produced as part of this project to URS. The 'Contractor' retains the right to be identified as the author/ originator of the material. This applies to all aspects of the project. It is the responsibility of the 'Contractor' to obtain such rights from sub-contracted specialists.

The 'Contractor' may apply in writing to use/ disseminate any of the project archive or documentation (including images). Such permission will not be unreasonably withheld.

URS and the client own all Intellectual Property Rights in documents and photographs prepared for this contract by or on behalf of the 'Contractor'.

### **5 MONITORING ARRANGEMENTS**

The archaeological works will be subject to regular monitoring visits by URS and the Principal Archaeologist, dependant on the length of the archaeological works. At the minimum, there will be one visit per week. The work will be inspected to ensure that it is being carried out to the required standard and that it will achieve the desired aims and objectives of the specification. URS and the Principal Archaeologist will be provided with a site tour and an overview of the site by the senior archaeologist present and will be afforded the opportunity to view all archaeological remains on site. Any observed deficiencies identified during the site visit are to be made good to the satisfaction of URS and the Principal Archaeologist by the next agreed site meeting. All meetings will be agreed in advance but URS reserve the right to visit the site without prior arrangement.

Verbal progress reports will be provided to URS if requested. URS will liaise with the Principal Archaeologist to inform them of the commencement of archaeological works.

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

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

## **6 RESOURCES AND TIMETABLE**

All personnel involved in the project should be suitably qualified and experienced professionals.

The commencement date of the works is as yet unknown but will be confirmed by URS at the earliest opportunity.

URS will provide the archaeological sub-contractor with at least one weeks notice prior to the commencement of the works.

A brief summary/ interim report will be made available to URS one week after the completion of the fieldwork. This will include an overview, features, date and a rapid overview of the finds assemblage. It will also include a preliminary interpretation of the archaeology encountered.

## **7 ADHERENCE TO WSI**

Prior to the commencement of the work, the archaeological sub-contractor must confirm adherence to this specification in writing via email to URS. Should the archaeological sub-contractor wish to alter the specification, a justification should be put forward in writing. Written confirmation is required from URS confirming acceptance of any variations. The variation will also need agreement from Cornwall HER / County Archaeologist. Unauthorised variations implemented during the course of the project constitute a breach of contract.

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

## **8 ACCESS ARRANGEMENTS AND WELFARE**

Access to the site is restricted to authorised personnel only.

URS will liaise with Cornwall County Council and/or the Principal Contractor to obtain details regarding access. The archaeological contractor will ensure that all personnel conform to the access arrangements set by the Principal Contractor.

The Principal Contractor will provide all welfare and storage facilities.

The Principal Contractor will provide plant and suitable secure fencing for the site.

## **9 CONFIDENTIALITY & PUBLICITY**

Information regarding the development is in the public domain and the archaeological works may attract interest. Due to the extensive and protracted planning history of this site, it has been extensively reported within the local press. It is possible there may be some members of the public who still do not approve of the scheme. If the archaeological sub-contractor attracts any unwanted or negative attention, in the first instance the archaeological sub-contractor will ensure that they can retreat to a place of safety if threatened. The archaeological contractor will not discuss the project with any members of the public and refer all enquiries back to URS

All communication regarding the archaeological works is to be directed through URS and the sub-contractor is to give no unauthorised comments or statements.

The archaeological sub-contractor will not disseminate information or images associated with the project for publicity or information purposes without the prior written consent of URS.

**10 INSURANCES & HEALTH AND SAFETY**

The sub-contractor will provide URS with details of public and professional indemnity insurance.

The archaeological sub-contractor will have their own Health & Safety policies compiled using national guidelines and which conform to all relevant Health & Safety legislation.

The archaeological sub-contractor will undertake a risk assessment detailing project specific Health & Safety requirements. The risk assessment shall be submitted to URS for approval prior to the commencement of site work. Health & Safety will take priority over archaeological issues.

The supervisor will keep a record of staff site attendance.

All site personnel will require a Health & Safety and site induction prior to commencement of on site works by the principal contractor. Similarly they will conform to the principal contractors health and safety plan.

All site personnel will familiarise themselves with the following:

- site emergency and evacuation procedures;
- the principal contractors site's health and safety coordinator;
- the first aider; and
- the location of the nearest hospital and doctors surgery.

All site personnel will wear full P.P.E consisting of hard hat, steel toe-capped boots and high-visibility vest or jacket at all times. Additional P.P.E will be issued by the sub-contractor as required, i.e. goggles, ear defenders, masks, gloves etc. In addition, site personnel will ensure that any visitors to the site are equipped with suitable P.P.E prior to entry.

The site will be left in a tidy and workman-like condition and the archaeological sub-contractor will ensure they remove all materials brought onto site.

**11 GENERAL PROVISIONS**

Any technical queries arising from the specification detailed above will be addressed to URS without delay.

All communications on archaeological matters will be directed through URS.

This specification is valid for a period of 12 months from date of issue. After that time it may need to be revised to take account of new discoveries, changes in policy or the introduction of new working practises or techniques.

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# Appendix 1