



WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL WORKS

In respect of

Tregarthen's Hotel

St Mary's

Isles of Scilly

Nathan Thomas BSc MSc ACIfA

**Approved by: Philip Bethell BA
(Hons) MCIfA**

**CgMs Consulting Ref:
PB/NT/20972**

Date: October 2016

Planning • Heritage

Specialist & Independent Advisors to the Property Industry

CONTENTS

1	INTRODUCTION	2
2	SCOPE OF WORKS	4
3	RESEARCH FRAMEWORK	5
4	METHOD STATEMENT	6
5	OTHER MATTERS.....	12
6	REFERENCES.....	14

FIGURES

Figure 1 Site Location

1 INTRODUCTION

1.1 Project background and purpose of document

General

1.1.1 This Written Scheme of Investigation (WSI) has been prepared by CgMs Consulting on behalf of Tregarthen's Hotel Ltd. It presents a Project Design for the archaeological works required in relation to a consented development (P/16/055) at Tregarthen's Hotel (hereafter referred to as 'the site') and is to be submitted to the Local Planning Authority for approval.

1.1.2 The site comprises the buildings and associated external open spaces of Tregarthen's Hotel, approximately 0.2 hectares in area, and is centred at National Grid Reference (NGR) SV 90090 10680 (Figure 1).

1.1.3 The consented development comprises:

Demolition of 3 number lower ground floor hotel bedrooms, and replacement with 6 number C3 use class dwelling units for restricted holiday letting. Change of use of staff accommodation block to 2 number C3 use class dwelling units for restricted holiday letting and formation of pitched roof with stone clad chimney, to replace flat roof. Alterations to external facade of staff block including new windows, doors and cladding, demolition of chimney to former boiler. New pitched roof above dining room over existing flat roof. Partial demolition of flat roofed hotel lobby area and replacement with new entrance to hotel. Installation of green roof over flat roof to hotel lounge. Landscaping works to form outdoor dining terraces on former hotel garden and re-profiling of garden. Installation of ground source heat pump/loop, solar panels on flat roof, break tank for foul sewage. Partial demolition of wall to car park and rebuilding at cill height. Demolition of garage and store and replacement with gas bottle store.

1.1.4 An archaeological desk-based assessment (CgMs 2016), conducted in support of the planning application, identified that the site is archaeologically sensitive. Specifically the assessment highlighted:

- A high potential for the presence of archaeological remains relating to the Post-Medieval fortifications in the western part of the site.
- A moderate-high potential for archaeological remains relating to the 17th and 18th century Hugh Town harbour development in the eastern part of the site.
- A moderate potential for the presence of Prehistoric/Roman and Medieval remains within the site.

- 1.1.5 Planning permission was granted for the development in August 2016 with the following pre-commencement condition attached regarding archaeological matters:

Condition C12

Prior to the commencement of the development, hereby approved, a Written Scheme of Investigation to secure the implementation of an archaeological watching brief, shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with these details.

- 1.1.6 This document forms the WSI required by Condition C12 and outlines the methods by which the archaeological watching brief will be undertaken.

2 SCOPE OF WORKS

2.1 Defining the scope of the works

- 2.1.1 This document outlines the methods to be used during the fieldwork and post-excavation analysis and reporting stages of the project.
- 2.1.2 The programme of works will comprise the following stages:
 - 1) Controlled Watching Brief
 - 2) Publication and Archiving
- 2.1.3 Archaeological monitoring will be employed on those parts of the development where intrusive groundworks will be taking place in order to allow the recording of any archaeological evidence exposed during this work.
- 2.1.4 The archaeological monitoring will cease if it can be demonstrated that widespread damage and truncation has occurred across the site at a sufficient level to remove the potential for surviving archaeological deposits.
- 2.1.5 Works will be implemented by the archaeological contractor using the methodology outlined in section 4 of this document and the contractor's method statement (to be provided on appointment). Once fieldwork is completed, CgMs Consulting will be notified and a site meeting held if necessary. CgMs Consulting will ensure that the archaeological advisors to the local authority are informed of the start and finish of works, the results, and are provided with a copy of the final report.
- 2.1.6 Once intrusive groundworks have been completed and any archaeological features identified during monitoring have been recorded the development may continue as planned. A technical report detailing the results of the investigation will be produced and submitted to CgMs Consulting by the archaeological contractor and this together with the finds and records generated, constituting the project archive, will be deposited with the appropriate local museum. This will allow the timely discharge of Condition C12.

3 RESEARCH FRAMEWORK

3.1 Research aims

3.1.1 The research aims of this project are based on the Isles of Scilly Historic Environment Research Framework (Johns 2012).

3.1.2 The specific aims of this project are, where possible:

- To identify the presence or absence of archaeological evidence within the site and establish the nature and date of these remains within the context of the known archaeological and historical background
- To generate an archive which will allow future research of the remains to be undertaken
- To disseminate the results of the work in a format and manner proportionate to the significance of the findings

3.1.3 In addition further, more detailed research aims may be generated from the results of the archaeological monitoring; where this is the case these will be formally agreed and added as an addenda to this document, or by inclusion in the updated project design during the post-excavation process (as appropriate).

4 METHOD STATEMENT

4.1 Introduction

- 4.1.1 This section outlines the methodologies to be employed to implement the archaeological monitoring. There are also sections which detail other requirements, such as for reporting, logistical considerations and health and safety.
- 4.1.2 In order that the investigation supplies information of the required quality, the Codes, Standards and Guidance issued by the Chartered Institute for Archaeologists (CIfA) form a requirement of this specification.

4.2 Controlled Watching Brief

- 4.2.1 The contractors on site will be notified by the developer of the need for the archaeological monitoring to be undertaken and of the restrictions to their works outlined below. They will allow the archaeological contractor conducting the monitoring access to their works for the purpose of recording archaeological remains. In some circumstances, if important archaeological remains are found, works may have to cease while archaeological recording/sampling is completed.
- 4.2.2 All intrusive groundworks will be monitored by a suitably qualified archaeologist.
- 4.2.3 Mechanical excavation will proceed under direct archaeological supervision, and will halt at the top of the first archaeological horizon, or natural deposit, whichever is encountered first. Excavation of significant archaeological deposits and features will be undertaken by hand and only by professional archaeological staff.
- 4.2.4 The site archaeologist will examine all exposed surfaces, hand-cleaning as may be required. Stripped material will also be visually examined for archaeological remains.
- 4.2.5 The location of the area of the works shall be identified on a site plan that has been related to the OS Grid. Site North shall be clearly indicated. The location of the OS Bench Mark and site TBM should be indicated. Any archaeological features identified will be cleaned and recorded in plan at an appropriate scale.
- 4.2.6 A sufficient sample of the archaeological features and deposits identified will be excavated by hand to enable their date, nature, extent and condition to be described. The actual sampling levels will be determined on site during the groundworks.
- 4.2.7 Archaeological excavation will not be undertaken beyond the confines of the development groundworks without prior agreement from CgMs Consulting and the Local Authority Archaeological Advisor.

- 4.2.8 Artefacts recovered will be bagged and labelled by archaeological context during excavation works. Arrangements should be made for preliminary dating of finds by specialists while the fieldwork is on-going, to allow this information to feed back into the fieldwork and inform the excavation strategy.
- 4.2.9 Artefacts such as pottery and flints shall be collected from the topsoil in order to help establish a broad chronology of the site.
- 4.2.10 A pro-forma context record will be completed for each stratigraphic unit.
- 4.2.11 Sections will be drawn at a scale of 1:10. Significant archaeological features will normally be drawn in plan at a scale of 1:20 or 1:10 if appropriate. All detailed plans and sections will be related to the 1:100 or 1:1250 plans and the latter will be accurately related to the OS Grid. All plans and sections are to be levelled with respect to AOD and are to be drawn on polyester based drafting film and clearly labelled.
- 4.2.12 A full digital photographic record of the work will be kept. The photographic record is to be regarded as part of the site archive.
- 4.2.13 Procedures for sampling of environmental remains will be determined by the nature and potential of the features encountered on site. Determination of the specific sampling strategy for the site will be made by a suitably qualified archaeologist with a specialism in environmental sampling. The determination of the environmental sampling strategy should be such that the specialist will have adequate preliminary information on dating and sequencing of the features in the site, to better inform their decision and ensure the resultant sampling strategy is aligned with the stated project research aims and objectives. Procedures will be as outlined in the relevant English Heritage (EH) Guidance on Environmental Archaeology (EH 2011).
- 4.2.14 No access will be permitted to the excavated area where this exceeds a depth considered to provide a safe working environment. It is assumed in this document that an approximate safe working depth will not exceed 1.2m; however, this will need to be determined by the archaeologist on-site, subject to local ground conditions, and in consultation with the construction work supervisor.
- 4.2.15 Should significant archaeological deposits be present, spoil will be scanned with a metal detector.
- 4.2.16 Gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. 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.

4.2.17 Any finds of human remains must be left *in situ*, covered and protected. Removal can only take place under appropriate Ministry of Justice and Environmental Health regulations. In the event that such remains are exposed the site archaeologist shall inform the developer, local Environmental Health Officer, the Local Authority Archaeological Advisor and CgMs Consulting in order that appropriate measures can be taken for their recording and removal.

4.2.18 The archaeological contractor will contact the Cornwall and Scilly HER to obtain a unique fieldwork reference number prior to any work being carried out. This fieldwork reference number will be clearly marked on all reports, finds and archive material created during the project.

4.3 Health and safety considerations

General

4.3.1 A risk assessment should be prepared and a copy should be sent to CgMs Consulting prior to commencement of the contract. All relevant health and safety regulations must be followed including, but not exclusively:

- The Health and Safety at Work Act (1974),
- Management of Health and Safety at Work Regulations (1999),
- Manual Handling Operations Regulations 1992 (as amended in 2002),
- The Construction (Design and Management) Regulations (2007), and
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).

4.3.2 Where a site is operating under The Construction (Design and Management) Regulations (2007), all works will be implemented in accordance with a Construction Phase Plan prepared by the Principal Contractor.

4.4 Provisional Programme

4.4.1 The precise timetable for the works is yet to be determined. The programme for post-excavation works will be agreed following the site meeting once the extent of remains is known and understood.

4.5 Monitoring

4.5.1 CgMs Consulting will ensure the Local Authority Archaeological Advisor is notified at least five working days prior to commencement of work.

4.5.2 Reasonable access to the site is to be arranged for representatives of the local authority and the Archaeological Advisor, who may wish to make site inspections to ensure that the archaeological investigation is progressing satisfactorily.

4.5.3 Arrangements for meetings will be made through CgMs Consulting.

4.6 Finds and Samples

4.6.1 A high priority will be given to dating any remains and so all artefacts and finds are to be retained. Consideration should also be given for the use of radiocarbon dating of deposits if suitable deposits are exposed and artefactual dating provides too broad an age range.

4.6.2 Assessments of artefacts should be made by appropriately qualified named specialists. A list of named specialists will be provided by the contractor upon appointment. Pottery reports should refer to the appropriate county type fabric series.

4.6.3 All identified finds and artefacts will be retained, although certain classes of building material can sometimes be discarded after recording if an appropriate sample is retained. No finds will be discarded without the prior approval of CgMs Consulting.

4.6.4 All finds and samples will be treated in a proper manner and to the standards of the UK Institute of Conservators Guidelines. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the UK Institute for Conservation "Conservation Guideline No 2". Appropriate guidelines set out in the Museums and Galleries Commissions "Standards in the Museum Care of Archaeological Collections (1991)" will also be followed.

4.6.5 Environmental samples collected will be processed and assessed for potential for analysis. In addition to detecting evidence of pollen and remains of small animals, processing and assessment should be structured to detect evidence of industrial activity and to determine with confidence if it was present in the excavation area. Procedures will be as outlined in the relevant EH Guidance on Environmental Archaeology (EH 2011).

4.6.6 On completion of the project, it is anticipated that the landowner will consent the deposition of artefacts in the appropriate local museum.

4.7 Reports and Archives

4.7.1 All post-excavation procedures, archiving and report production (including publication as appropriate) will be in accordance with CIfA Standards and Guidance and the

Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006.

4.7.2 Details of style and format are to be determined by the archaeological contractor. In any event it should include:

- i. a summary of the project's background;
- ii. the site location;
- iii. a methodology;
- iv. a description of the project's results;
- v. an interpretation of the results in the appropriate context;
- vi. a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- vii. site layout plans on an OS base;
- viii. plans of each excavated area showing: the extent of the area (tied into the Ordnance Survey National Grid and located on a 1:2500 plan), the extent of all stratigraphic units, and appropriate detail within stratigraphic units. Overall site plans should be at a scale of 1:100; plans of stratigraphic units should be at 1:20;
- ix. sections or profiles (at a scale of 1:10 in areas of detailed excavation) are to be drawn of all stratigraphic units, and related in level to Ordnance Datum;
- x. a black and white and colour photographic record of all stratigraphic units should be compiled and in addition a representative photographic record of the progress of the archaeological work should be made;
- xi. at least two colour slides (or high-resolution digital images) showing general views of fieldwork in progress and where appropriate key finds/features shall be submitted in addition to the final report.
- xii. site matrices where appropriate;
- xiii. a consideration of evidence within its wider context;
- xiv. copies of any particularly informative historic plans relevant to the sites interpretation;
- xv. a summary table and descriptive text showing the features, classes and numbers of artefacts located, and soil profiles, with interpretation;

xvi. an assessment of the methodology employed and the results obtained (i.e. a confidence rating);

xvii. An OASIS reference number.

- 4.7.3 The post excavation programme will comprise the processing of site data, artefacts and samples, a formal post excavation assessment of these followed by the production of a separate report for post excavation analysis of the data. This report will then be published in an appropriate journal. The scope and detail of the post excavation programme will be determined by the nature of the remains encountered and in discussion CgMs Consulting.
- 4.7.4 A digital copy in .pdf format (see below) will be sent to the Local Authority Archaeological Advisor for approval before formal submission into the Cornwall and Scilly HER.
- 4.7.5 Upon approval, one bound paper and one digital .pdf copy of the report will be lodged with the Cornwall and Scilly HER within three months of completion of fieldwork.
- 4.7.6 The site archive, to include all project records and cultural material produced by the project, is to be prepared in accordance with Guidelines for the preparation of excavation archives for long-term storage (UKIC 1990) and the Management of Research Projects in the Historic Environment (MoRPHE) (English Heritage 2006).
- 4.7.7 In addition, at the start of work (immediately before fieldwork commences) an OASIS online record <http://ads.ahds.ac.uk/projects/oasis/> must be initiated and key fields completed on Details, Location and Creators Forms. All appropriate parts of the OASIS online form must be completed for submission to the HER. This should include an uploaded .pdf version of the entire report.

5 OTHER MATTERS

5.1 Contractor

- 5.1.1 The appointed contractor will preferably be an Organisation Registered with the Chartered Institute for Archaeologists and who has experience of working on similar sites in the region.
- 5.1.2 The field team deployed by the contractor will include only full time professional archaeological staff. All staff in supervisory positions should be members of the CIfA at the appropriate level.
- 5.1.3 The composition of the project team must be detailed and agreed in advance with CgMs Consulting (this is to include any subcontractors).
- 5.1.4 A list of appropriate named specialists will be provided by the contractor on appointment.

5.2 Communication

- 5.2.1 All queries and communication are to be directed through CgMs Consulting. No comment is to be made about this Specification or project to the media or other parties.
- 5.2.2 In the event of the discovery of unexpected archaeological remains, work will cease and CgMs Consulting will be notified in order that an assessment of the importance of the remains and any provision for their recording may be made.

5.3 Copyright

- 5.3.1 It is recognised that the copyright of written, graphic and photographic records and the report rests with the originating body. However, CgMs Consulting and their client require an agreement to facilitate the copying and use of any or all materials resulting from this project.

5.4 Codes of Practice

- 5.4.1 The following statutory provisions and codes of practice are to be adhered to where relevant:
 - All statutory provisions and by-laws relating to the work in question, especially the Health and Safety at Work Act 1974;
 - The Chartered Institute for Archaeologists Code of Conduct;
 - The Chartered Institute for Archaeologists Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology.

- 5.4.2 Any finds believed by the archaeological contractor to fall within the statutory definition of Treasure shall be advised immediately to CgMs Consulting and notified to the relevant Coroner's Office.

5.5 Variations

- 5.5.1 Variations to the Specification or Project Design that the contractor may wish to make must be approved, in advance, by CgMs Consulting on behalf of the client.

6 REFERENCES

CgMs	2016	Tregarthen's Hotel, St Mary's, Isles of Scilly. Archaeological Desk-Based Assessment
English Heritage	1991	The Management of Archaeological Projects (2 nd ed.)
English Heritage	2006	The Management of Projects in the Historic Environment
English Heritage	2011	Environmental Archaeology – A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation (second edition)
Johns, C. (ed.)	2012	Isles of Scilly Historic Environment Research Framework. Resource Assessment and Research Agenda



