

**WRITTEN SCHEME OF INVESTIGATION FOR
ARCHAEOLOGICAL MONITORING AND RECORDING
AT NORRARD, RAVEN'S LANE, OLD GRIMSBY, TRESKO,
ISLES OF SCILLY**

By Dr Pip Parmenter

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**Client: Mrs Diana Mompoloki on behalf of Tresco Estate
Planning Ref: P-19-014**

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APPENDIX 1

1. Introduction

This Written Scheme of Investigation (WSI) has been commissioned by Mrs Diana Mompoloki on behalf of Tresco Estate and concerns archaeological works required prior to construction of an extension attached to Norrard, Raven's Lane, Old Grimsby, Tresco, Isles of Scilly. The archaeological fieldwork will comprise a watching brief to be undertaken during the initial groundworks associated with the construction of the extension, including topsoil stripping and excavation for foundation and service trenches. This WSI details the requirements and methodology for the watching brief, to be undertaken either by Dr Pip Parmenter, or by another Project Officer employed by or contracted to the Cornwall Archaeological Unit (to be confirmed with the Development Management Archaeological Advice Officer (DMAAO) at least one month before the commencement of work). It is based on a Brief written by the DMAAO (2019).

2. Background

2.1 Planning Background

The planning application (P/19/014) was submitted on 29th March 2019 and was for the demolition of an existing extension, and construction of a new extension within the same footprint. The application was approved subject to an archaeological recording condition which reads as follows;

A) No development shall 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:

- 1. The programme and methodology of site investigation and recording**
- 2. The programme for post investigation assessment**
- 3. Provision to be made for analysis of the site investigation and recording**
- 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation**
- 5. Provision to be made for archive deposition of the analysis and records of the site investigation**
- 6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation**

B) No development shall take place other than in accordance with the Written Scheme of Investigation approved under condition (A).

C) 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 (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: To ensure the site has provision for full recording of its archaeological potential in accordance with Policy 1 of the Isles of Scilly Local Plan 2005.

2.2 Archaeological and Historical Background

A number of known heritage assets are located nearby, including post- medieval cottages (MCO31587), coastguard station (MCO30901), findspots (MCO30962; MCO31241), and a Grade II Listed kelp pit (DCO14346, MCO30964). The c1880 OS 6" map shows a building(s) on the site of Norrard and Silver Tree House, likely to be those present today. To the east of the property the area is a mass of small bulb fields, some of which have become enlarged through boundary removal by c1907. There is potential for evidence of the development of the bulb fields as well as features and finds from earlier periods to lie within the footprint of the proposed extension.

3. Aims and Objectives

The groundworks associated with the construction of the shed may disturb buried archaeological remains. 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. An archaeological contractor will be present during any groundworks in order to identify and record any archaeological features that may be encountered.

The site specific aims of the watching brief 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.

4. Methodology

4.1 Watching Brief

All work carried out will be in accordance with the professional standards of the Chartered Institute for Archaeologists, including its *Code of Conduct* (CIfA 2014a & b).

All groundworks within the confines of the development area, including topsoil stripping and the excavation of foundations and service trenches, will be carried out under supervision of an archaeological contractor. A toothless grading bucket will be used for the removal of topsoil and modern deposits. A toothed bucket may only be used when concrete or other hard-standing is encountered.

Any ground works, and also the upcast soil, will be closely monitored during and after excavation in order to ensure no damage occurs to any heritage assets. Adequate time is to be allowed for archaeological excavation, recording and sampling (as necessary) of archaeological features or deposits uncovered during excavation and for the recording of soil sections following excavation. The archaeological investigation will provide a record of archaeological deposits which are damaged or removed by any development (including services and landscaping). If significant archaeological remains are exposed, works will stop and a meeting will be arranged with the client and the DMAAO to discuss how best to proceed.

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).

4.2 Recording

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

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. All features and layers or other significant deposits will be planned, and their profiles or sections recorded. The normal scale will be site plans at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be appropriate. The site grid will be tied into the National Grid. Corners of excavation areas and trenches will be located by NGR coordinates.

The photographic record will include both general and feature-specific digital photographs (in uncompressed TIFF or RAW format), with scale and, where appropriate, north arrow. The photographic record will be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

4.3 Finds

All finds of archaeological relevance will be retained. Policies for later disposal of any finds will be agreed with the Historic Environment Officer and the site owner. All retained finds, where appropriate, will be washed. All pottery and other finds where appropriate, will be marked with the site code and context number.

Appendix 1 is a list of specialist consultants, who might be required to conserve and/or report on finds, and advise or report on other aspects of the project including environmental sampling. The requirements for conservation and storage will be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the DMAAO.

Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (CIfA 2014b).

4.4 Environmental Sampling

Environmental sampling will be guided by *Environmental Archaeology* (Historic England Centre for Archaeological Guidelines, 2011, 2nd Edition). The number and range of samples collected will be adequate to determine the potential of the site, with particular focus on palaeoenvironmental remains including both biological remains (e.g. plants, small vertebrates) and small sized artefacts (e.g. smithing debris), and to provide information for sampling strategies on any future excavation. Samples will be collected for potential micromorphological and other pedological sedimentological analysis. Environmental bulk samples will be 40 litres in size (assuming context is large enough).

4.5 Human Remains

Policy depends on the age of the burial. If it is clear from their position, context, depth, or other factors that the remains are ancient, then normal procedure is to apply to the Department of Justice for a licence to remove them. In that case, conditions laid down by the license will be followed. If it seems that the remains are not ancient, the coroner, the client, and the DMAAO will be informed, and any advice and/or instruction from the coroner will be followed. Allowance will be made in the budget and timetable to allow a human bone specialist to visit site to advise on recording and lifting human remains (inhumations), and for an experienced conservator to visit site and advice on recording and lifting of fragile grave goods.

4.6 Reporting

Following the completion of the fieldwork, any finds will be processed and examined by a suitably qualified specialist.

An report detailing the findings of the fieldwork will be prepared to the standards outlined in *Management of Research Projects in the Historic Environment* (English Heritage 2006) and

submitted as quickly as is practicable and within a timeframe agreed by the DMAAO. The final report will usually be submitted as a PDF, but a printed copy can be provided on request.

The report will contain 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. A context register and copy of the brief and WSI will be included as appendices.

4.7 Archive Deposition

A site archive will be prepared to minimum acceptable standards given in ClfA 2014a, ClfA 2014b, and MoRPHE (English Heritage 2006). The requirements for archive storage shall be agreed with the curating museum (Isles of Scilly Museum). If the finds are to remain with the landowner, a full copy of the archive will be housed with the curating museum. The physical archive (finds, records, drawings, etc) will be deposited with the appropriate museum within 2 months of the completion of the final publication report, with a summary of the contents of the archive supplied to the DMAAO. A digital archive (photographs etc) will be deposited with ADS in the same time frame. A copy of the report will be supplied to the Historic England Archive (HEA) in Swindon.

The results of the watching brief will also be submitted to OASIS, and a summary of this included as an appendix in the final report.

5. Monitoring

The DMAAO will be responsible for monitoring progress and standards throughout the project, and will be kept regularly informed of progress during fieldwork, post-excavation and publication stages. Notification of the start of work will be given in writing to the DMAAO as far in advance of its commencement as possible and upon the completion of the fieldwork. Any variations in this WSI will be agreed with the DMAAO prior to them being carried out. The involvement of the DMAAO shall be acknowledged in any report or publication generated by this project.

6. Resources and Timetable

It is anticipated that work will commence in April 2019 and that groundworks will take less than 1 day. The final report will be completed within 12 weeks of the completion of fieldwork and the deposition of the archive within a further 12 weeks.

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

7. Access and Security

Access to the site is restricted to authorised personnel only. The archaeological contractor will ensure that all personnel conform to the access arrangements set by the developer. The developer will provide all welfare and storage facilities as well as plant and suitable secure fencing for the site.

8. Health and Safety and Insurance

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

The archaeological contractor will undertake a risk assessment detailing project specific Health & Safety requirements. Health & Safety will take priority over archaeological issues. The archaeological supervisor on site 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 developer and will adhere to the developers 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 archaeological contractor as required, i.e. goggles, ear defenders, masks, gloves etc.

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

9. Bibliography

ClfA 2014a *Standard and guidance for archaeological field evaluation.*

ClfA 2014b *Standard and guidance for the collection, documentation, conservation and research of archaeological materials.*

DMAAO 2019 *Brief for Archaeological Investigation at Norrard, Raven's Lane, Old Grimsby, Tresco, Isles of Scilly.*

English Heritage 2001. *Centre for Archaeology Guidelines: Archaeometallurgy*, English Heritage

English Heritage, 2004. *Centre for Archaeology Guidelines: Environmental Archaeology*, English Heritage

English Heritage, 2004. *Centre for Archaeology Guidelines: Geoarchaeology*, English Heritage

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

English Heritage 2011. *Environmental Archaeology*. English Heritage.

IFA, 2001a. *Standards and Guidance for Archaeological Watching Briefs*, IFA

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Appendix 1: Staffing and Specialists

Pip Parmenter, PhD will manage the project. She has 15 years experience in commercial archaeology, 10 years as a post-excavation project officer. She is experienced in finds processing and archiving and has some training in the analysis of small finds. Her main area of expertise is as a zooarchaeologist - she graduated from the University of Exeter in 2015 with a PhD specialising in the faunal remains from Neolithic causewayed enclosures.

Carl Thorpe BSc will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in 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.

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.

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.

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.