

WRITTEN SCHEME OF INVESTIGATION

Tregarthen's Hotel, St Mary's, Isles of Scilly

JAC27474
Tregarthen's Hotel
2.0
Aug 2021

REPORT

Quality Management

| Version | Status | Authored by | Reviewed by | Approved by | Review date |
|---------|-----------------------|----------------|-----------------|-----------------|-------------|
| 1.0 | Draft | Philip Bethell | Richard Smalley | Richard Smalley | 20-7-21 |
| 2.0 | Final with LPA amends | Philip Bethell | | | 02-08-21 |

Approval for issue

Richard Smalley

20 July 2021

File/Model Location

Document location:

Model / Appendices location:

© Copyright RPS Group Plc. All rights reserved.

The report has been prepared for the exclusive use of our client and unless otherwise agreed in writing by RPS Group Plc, any of its subsidiaries, or a related entity (collectively 'RPS'), no other party may use, make use of, or rely on the contents of this report. The report has been compiled using the resources agreed with the client and in accordance with the scope of work agreed with the client. No liability is accepted by RPS for any use of this report, other than the purpose for which it was prepared. The report does not account for any changes relating to the subject matter of the report, or any legislative or regulatory changes that have occurred since the report was produced and that may affect the report. RPS does not accept any responsibility or liability for loss whatsoever to any third party caused by, related to or arising out of any use or reliance on the report.

RPS accepts no responsibility for any documents or information supplied to RPS by others and no legal liability arising from the use by others of opinions or data contained in this report. It is expressly stated that no independent verification of any documents or information supplied by others has been made. RPS has used reasonable skill, care and diligence in compiling this report and no warranty is provided as to the report's accuracy. No part of this report may be copied or reproduced, by any means, without the prior written consent of RPS.

Prepared by: **Philip Bethell**

Prepared for: **Tregarthen's Hotel Ltd**

RPS Consulting Limited

North Warehouse
The Docks
Gloucester
GL1 2FB

Click or tap here to enter text.

T +44 1242 259 290

E Philip.bethell@rpsgroup.com

Contents

| | | |
|----------|--|-----------|
| 1 | INTRODUCTION AND SCOPE OF STUDY | 1 |
| | The Site | 1 |
| | Geology | 1 |
| | Topography | 1 |
| | Archaeological Background..... | 1 |
| | Planning Background | 2 |
| | Scope of Archaeological Work | 3 |
| | General Aims..... | 3 |
| | Specific Aims | 4 |
| 2 | METHODOLOGY | 5 |
| | Watching Brief | 5 |
| | Recording Systems | 5 |
| | Finds and samples | 6 |
| | Monitoring and Access | 6 |
| | Post Fieldwork Assessment and Analysis..... | 6 |
| | Reporting | 7 |
| | Publication and Dissemination | 7 |
| | Copyright and Confidentiality | 8 |
| | Archiving..... | 8 |
| 3 | HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION..... | 11 |
| 4 | CONTRACTOR SPECIFIC REQUIREMENTS | 12 |
| | General..... | 12 |
| | Insurance..... | 13 |
| | Standards and Procedures..... | 13 |
| 5 | SOURCES CONSULTED | 14 |

Appendices

Appendix A [Figures](#)

1 INTRODUCTION AND SCOPE OF STUDY

- 1.1 This archaeological Written Scheme of Investigation (WSI) has been prepared by Philip Bethell of RPS Consulting Services Ltd on behalf of Tregarthen's Hotel Limited.

The Site

- 1.2 Tregarthen's Hotel (hereafter also referred to as 'the Site') measures approximately 0.2 hectares in area and is centred on Ordnance Survey grid reference SV 090090 010680 (see Figure 1).
- 1.3 The Site is a hotel, but this WSI refers specifically to a proposed development of 5 'micro-lodges' designed to extend the accommodation at the hotel. The footprint of this development is located in a former garden area and has an area of approximately 100m² (5m x 20m) (Figures 2 and 3). Outside of this main footprint there are other intrusive works such as a septic tank and service trenches which will need to be included in any archaeological monitoring programme (Figures 2 and 3).

Geology¹

- 1.4 The solid geology of the Site is Permian and Carboniferous Granite of the Isles of Scilly Intrusion. No superficial deposits have been recorded within the Site, but Quaternary Head deposits of clay, silt, sand and gravel lie just to the south (British Geological Survey on-line Geology of Britain Viewer, accessed Jan 2016).

Topography

- 1.5 The study site lies in the north-west corner of Hugh Town, adjacent to the quayside on its northern boundary. The height of the Site varies between approximately 8m and 10m above Ordnance Datum (AOD) as there are some variations in height across the Site due to terracing for gardens and other open spaces. Garrison Hill rises up to the west to a maximum height of around 40m AOD. The low-lying urban area of Hugh Town lies to the south-east, with its harbour to the east.

Archaeological Background

- 1.6 An archaeological desk-based assessment (DBA) (CgMs 2016), identified that the Site is archaeologically sensitive. The assessment specifically 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.
- 1.7 The DBA also noted that monitoring of geotechnical pits in the area of the proposed 'Eco Lodges' indicated a considerable depth (up to 2.5m in some places) of dark garden soil, considered to have been imported into the Site. The DBA concluded that an archaeological watching brief was an appropriate response to the archaeological interest of this part of the Site.

¹ British Geological Survey – <http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html> [Accessed: Jan 2016]

- 1.8 An Addendum (RPS 2020) to the original DBA was issued in support of the revised planning application.

Planning Background

- 1.9 This Written Scheme of Investigation (WSI) supersedes an original prepared by CgMs Limited (Part of RPS) on behalf of Tregarthen's Hotel Ltd. In 2018. That WSI presented a Project Design for the archaeological works required in relation to a consented development (P/18/031/FUL) at Tregarthen's Hotel and was submitted to the Local Planning Authority for approval.
- 1.10 Sean Taylor of Cornwall County Council approved the original WSI in December 2018. The scope of the mitigation works agreed was for an evaluation trench to be dug, prior to the commencement of development, that occupied the footprint of the proposed new build.
- 1.11 The scheme has now been superseded by an amended design, which was granted planning consent (P/20/090/FUL) in March 2021. A condition (C7) has been put on the development to safeguard the archaeological interest of the Site:

C7: Pre-Commencement Condition – Archaeological Monitoring

(A) No development shall take place until a programme of archaeological work including a Written Scheme of Investigation (WSI) 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.

Note: The archaeological recording condition will normally only be discharged when all elements of the WSI including on site works, analysis, report, publication (where applicable) and archive work has been completed.

Reason: This is a pre-commencement condition that requires details that were not submitted as part of the application, but are required to fully understand the impact upon the Islands archaeological, historic and built environment, to be submitted and agreed in writing by the Local Planning Authority. This is to ensure those characteristics which contribute to the status of the Isles of Scilly as a Conservation Area, Area of Outstanding Natural Beauty and Heritage Coast are preserved or enhanced. In accordance with the requirements of Policy 1 of the Isles of Scilly Local Plan 2005 and Policy OE7 of the New Isles of Scilly Local Plan.

- 1.12 This revised WSI has been updated to include the new building design and footprint (see Figure 2). In addition, Peter Dudley of Cornwall County Council commented (January 2021) on the amended development plans and has confirmed that the revised scheme requires a different scope of works, namely a watching brief on the excavation of the proposed eco-lodges footprint down to the formation level.

Scope of Archaeological Work

- 1.13 The scope of archaeological mitigation for the consented proposals for the Site is primarily aimed at addressing the planning condition (see above), and consists of a watching brief on the excavation and removal of soil from the footprint of the proposed new development within the Site.
- 1.14 As far as is understood, the potential below-ground impacts from the current scheme are confined to the former garden area in the north-west corner of the Site. The watching brief will be carried out in this area, and where other intrusive groundworks are identified within the scheme, e.g. excavation for septic tank. The LPA archaeological advisor has required that archaeological monitoring (watching brief) for these works outside of the eco-lodges footprint should be included in the scope.
- 1.15 RPS are a registered organisation with the Chartered Institute for Archaeologists (CIfA) and abides by both its *Code of Conduct* and its published standards and guidance. This includes *the Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment*², which states under its procedures that advisors should:
- where possible, promote community engagement with the historic environment, seeking to ensure that archaeological investigation is directed toward providing benefit to the public, whether directly through participation and engagement in the process, where it is appropriate to do so, or indirectly through the increase in knowledge that the results of investigation provide to the local and wider community. Such engagement should be proportionate to the scale, nature and circumstances of the work.*
- 1.16 As such, where possible, opportunities for community engagement will also be identified in this document.
- 1.17 Specific reference to other applicable standards and guidance is made below in the Methodology section.

General Aims

- 1.18 In general, the aims of the archaeological fieldwork are:
1. To record the nature of the main stratigraphic units encountered in terms of their physical composition (stone, sand, gravel, organic materials, etc.) and their archaeological formation (primary deposits, secondary deposits, etc.);
 2. To assess the overall presence and survival of archaeological remains relating to the main periods of occupation revealed and the potential for the recovery of additional structural information given the nature of the deposits encountered (e.g. extent of later disturbance, etc.);

² Chartered Institute for Archaeologists, 2014, revised 2020. *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment*

3. To assess the overall presence and survival of the main kinds of artefactual evidence (including pottery, brick, tile, stone, glass, metal, bone, small finds, industrial residues, etc.), its condition, given the nature of the deposits encountered; and
4. To assess the overall presence and survival of the main kinds of ecofactual and environmental evidence (including animal bone, human bone, plant remains, pollen, charcoal, molluscs, soils, etc.), its condition and potential, given the nature of the deposits encountered.

Specific Aims

- 1.19 The research aims of this project are based on the Isles of Scilly Historic Environment Research Framework (Johns 2012).
- 1.20 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 establish whether there are archaeological remains relating to the Post-Medieval fortifications lying in the west of the Site, in particular evidence of a defensive ditch, and any evidence of the bedrock having been worked to form a *glacis* in the western part of the Site;
 - 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.
- 1.21 In addition further, more detailed research aims may be generated from the results of the archaeological recording. Where this is the case these will be formally agreed and added as an addendum to this document, or by inclusion in the updated project design during the post-excavation process (as appropriate).

2 METHODOLOGY

Watching Brief

- 2.1 Where appropriate, the archaeologist will have the authority to halt ground works for sufficient time to enable an archaeological record to be made in accordance with the guidelines contained within the ClfA's current *Standard and guidance for an archaeological watching brief* (2014). Should significant archaeological deposits be revealed during the archaeological watching brief, the deposits will be archaeologically sampled and recorded in accordance with the methodology for recording as set out in the ClfA's *Standards and guidance for archaeological excavation* (2014, revised 2020).
- 2.2 Within the watching brief area, all soil and overburden shall be removed by a mechanical excavator, fitted with a toothless bucket, operating under archaeological supervision. Machine stripping with a ditching or toothless bucket shall cease at the level that archaeological remains are revealed, or natural geology, whichever level is reached first. No machine movements across the stripped areas shall be permitted unless by prior agreement with the Planning Archaeologist.
- 2.3 The identification of archaeological features shall be made during all phases of machine stripping. Where necessary, areas shall be cleaned with hand tools to clearly define archaeological features and deposits.
- 2.4 All archaeological features and deposits of interest shall be investigated and recorded. Once these have been distinguished from natural features or geological anomalies, hand excavation shall be concentrated on these features. A sample of between 10% and 20% of all exposed linear features, no less than 1 m wide and up to 2 m wide, shall be fully excavated and recorded, however the excavation of ditches shall not seek to provide additional repetitive information that is unlikely to yield good quality interpretable data if the aims of the excavation have already been achieved. Where it is proposed to excavate less than 10% of a linear feature, this will be discussed and agreed with the Planning Archaeologist. Similarly, 50% of each exposed pit shall be excavated by hand, unless otherwise agreed by the Planning Archaeologist. This is required in order to sufficiently characterise and understand the archaeological remains.
- 2.5 Should features such as burials, wells or remains of buildings/structures be exposed, a methodology shall be agreed with the Planning Archaeologist, as relevant to the remains and their condition, and all relevant licences shall be obtained by the archaeological contractor on behalf of the Applicant before proceeding.
- 2.6 Human remains will be 100% excavated. Where encountered, structures and associated features will be exposed fully in plan and the detailed excavation of these will use a combination of single and multi-context recording (section excavation) where deemed appropriate. Although not exclusively, the excavation of structures will normally include the 100% removal of occupation horizons and floor surfaces combined with an appropriate level of recording of the structure construction method.
- 2.7 All stratigraphic relationships between features and deposits shall be investigated and recorded.
- 2.8 Provision shall be made for taking environmental/organic samples where appropriate. The archaeological contractor will provide an environmental sampling statement.

Recording Systems

- 2.9 The recording system shall be compatible with Historic England's and the ClfA's standards and guidance. The recording system will also be compliant with other systems used in the region. The recording system will be based on single context planning, such as informed by the Museum of

London 'red book'. Pro-forma context sheets shall include all relevant stratigraphic relationships and for complex stratigraphy a separate matrix diagram shall be employed. The following plans and sections are required:

1. an overall site plan shall be prepared detailing archaeological deposits as well as the extent of the area relative to the National Grid on a 1:2,500 plan;
5. a detailed site plan may be required at 1:100 scale, depending on the findings;
6. sections containing significant deposits, including half-sections, shall be drawn as appropriate. Section drawing should include heights Ordnance Datum (OD);
7. all archaeological plans and sections shall be on drawing film and at a scale of 1:10 or 1:20 and shall include context numbers and OD spot heights for all principal strata and features; and
8. an adequate photographic record of any significant archaeological remains shall be made, in both plan and section.

Finds and samples

- 2.10 A high priority shall be given to dating any remains, so all artefacts and finds shall be retained. Consideration shall also be given to the recovery of specialist samples for scientific analysis, particularly samples for absolute dating, structural materials and cultural / environmental evidence. Environmental samples shall be taken from suitable deposits and examined for carbonised remains, macroscopic plant remains, pollen, seeds, insect, molluscs, etc.
- 2.11 All finds and samples shall be treated in a proper manner to prevent deterioration. This shall involve cleaning and conservation where necessary and labelling, cataloguing and secure storage in appropriate containers.
- 2.12 The archaeological contractor shall need to demonstrate that arrangements are in hand to cover all necessary processing, conservation and specialist analysis of finds and samples, including if necessary, the conservation of organic and composite materials and dendro-chronological and environmental analysis of samples.
- 2.13 Every effort shall be made to ensure that finds analysis is consistent with existing local systems.

Monitoring and Access

- 2.14 The Planning Archaeologist, the client Project Manager and the archaeological consultant shall be allowed access to inspect the archaeological works to ensure that they are being conducted to the proper professional standards and in accordance with the agreed method statement.
- 2.15 To facilitate this, a projected timetable for Site work shall be agreed between the consultant, the Planning Archaeologist, the Principal Contractor, the Client, and the contracting archaeological organisation.
- 2.16 Safe access to the Site shall be granted to the archaeological contractor, the Planning Archaeologist, the client Project Manager and the archaeological consultant.
- 2.17 The Applicant shall notify the Planning Archaeologist of the start of the works.

Post Fieldwork Assessment and Analysis

- 2.18 Given the scale of the proposed works, some or all of the need for a post-excavation assessment may not be required. It is included here as part of the standard methodology. If a small grey literature report is all that is merited, then this will be agreed with the Planning Archaeologist.

- 2.19 The archive shall be prepared, and a post-excavation assessment undertaken immediately after the Site works have been completed, to assess the level of reporting required, and shall be completed within 12 months of completion of site works. This shall be prepared in accordance with the specification given in Management of Research Projects in the Historic Environment and MoRPHE (applicable Technical Guides and Project Planning Notes).
- 2.20 Each category of finds shall be assessed by specialist staff and recommendations prepared for a further study should this be required by the Planning Archaeologist. All artefacts and ecofacts shall be processed in accordance with standard practice. No artefacts, ecofacts or environmental samples shall be discarded without written permission from the Planning Archaeologist.
- 2.21 The draft Post-Excavation Assessment shall be submitted by the archaeological contractor to the consultant for verification and approval. It shall be the property of the Applicant and shall represent a confidential document. The consultant shall be responsible for submitting the draft report to the Planning Archaeologist for comment prior to final approval.

Reporting

- 2.22 Once the Post-Excavation Assessment is finalised, a hard copy of the Final Report shall be submitted by the archaeological contractor to a suitable archive. A draft copy shall be submitted to the Planning Archaeologist for comment prior to submission. All relevant digital data (that needs to be retained) should be uploaded to OASIS and if need be, ADS. Ideally, the photographic record should be digital and uploaded to ADS. If film, the IoS museum will be approached. Once submitted, the Final Report shall become a public document.
- 2.23 The report should include, as appropriate:
1. a review of the aims and methods used in the watching brief n areas;
 2. a table summarising the descriptive text showing the features, classes and numbers of artefacts and their interpretation;
 3. artefact analysis to include the production of a descriptive catalogue with finds critical for dating and interpretation illustrated;
 4. illustrations including Site and excavation area plans at suitable scales and general and detailed photographs;
 5. the nature, extent, date, condition and significance of the archaeological and environmental material uncovered with specialist opinions and parallels from other sites in the area;
 6. an interpretation of the results should be produced, and attention should be given to the significance of the remains in local, regional and national terms, if appropriate; and
 7. a reconsideration of the methodology used, including a confidence rating of the strategy and the results.
- 2.24 The archaeological contractor shall also input details of the project to the online database maintained by the Online Access to the Index of Archaeological Investigations (OASIS) Project at the following internet site: <http://www.ads.ahds.ac.uk/project/oasis>. A digital copy of the approved final report will need to be uploaded to the relevant OASIS record. The unique OASIS ref number will need to be quoted in the report.

Publication and Dissemination

- 2.25 Provision shall be made for an appropriate level of publication of the results of the watching brief. If the results merit it, a summary of the site results may need to be published in a local journal.
- 2.26 Additional publication requirements shall be agreed with the Planning Archaeologist in the first instance.

- 2.27 Where possible the contractor will advise on opportunities to promote community engagement with the historic environment through publication, in accordance with the ClfA's *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment* (2014, revised 2020). This will be aimed at:
- "where appropriate to the nature and significance of the results, promote in addition to formal publication the use of innovative forms of dissemination which produce wider public benefit than conventional methods of publication. These might include the use of different forms of media, exhibitions or events."*
- 2.28 The small scale of the proposed works makes it unlikely that much community engagement will be possible, as it is anticipated that publication will be limited.

Copyright and Confidentiality

- 2.29 The consultant and the archaeological contractor shall retain full copyright of any commissioned reports, tender documents or other project documents, under the Copyright, Designs and Patents Act 1988 with all rights reserved; excepting that it will provide an exclusive licence to the Client in all matters directly relating to the project as described in this WSI.
- 2.30 The consultant and the archaeological contractor shall assign copyright to the Client upon written request but retain the right to be identified as an author of all project documentation and reports as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV. S.79).
- 2.31 The consultant shall advise the Client of any such materials supplied in the course of projects that are not the consultant's or the archaeological contractor's copyright.
- 2.32 The consultant undertakes to respect all requirements for confidentiality about the Client's proposals provided that these are clearly stated. It is expected that such conditions shall not unreasonably impede the satisfactory performance of the services required. The consultant further undertakes to keep confidential any conclusions about the likely implications of such proposals for the historic environment. It is expected that clients respect the consultant's general ethical obligations not to suppress significant archaeological data for an unreasonable period.

Archiving

- 2.33 The Site archive, which comprises records of the watching brief, and any materials recovered, including written elements, plans and drawings, photographic prints and transparencies (where appropriate) and other primary data recovered during the investigation, shall be quantified, ordered, indexed and made internally consistent. It shall also contain, as a minimum requirement, a Site matrix, Site summary (a short report giving a preliminary account of the discoveries) and brief written observations on the artefactual and environmental data.
- 2.34 The Site archive will also include a summary of all archaeological investigations and mitigation for the Site, incorporating the results of all final assessment and analysis reports, and thereby providing an integrated record.
- 2.35 Work on the Site archive shall be completed by the archaeological contractor within twelve calendar months of completion of the archaeological field investigation. Upon completion of the Site archive the archaeological contractor shall liaise with the Planning Archaeologist to present the archive for inspection prior to its deposition in an appropriate museum.
- 2.36 All artefacts (e.g. pottery, metalwork, objects in worked flint and stone, wood, bone, horn and leather, slag) and ecofacts (organic finds such as bones, preserved ancient plant remains, seeds, pollen and charcoal, soil samples) recovered during the archaeological investigation shall be made available to the archaeological contractor pending completion of the excavation report, to be stored during the course of the archaeological investigation at the archaeological contractor's secure offices or usual place of secure storage of archaeological finds.

WRITTEN SCHEME OF INVESTIGATION

- 2.37 All artefacts recovered during the archaeological investigation shall be suitably washed (where the condition of the artefacts allows) and marked by the archaeological contractor and all artefacts and ecofacts bagged and boxed by the archaeological contractor, in accordance with current United Kingdom Institute for Conservation (UKIC) / RESCUE publication First Aid for Finds (3rd. ed. 1998). All 'small finds' shall be boxed together, separate from bulk finds.
- 2.38 In preparing cost estimates for the archaeological investigation, the archaeological contractor shall include provision for at least a basic minimum level of conservation of finds liable to deterioration after excavation.
- 2.39 Subject to the legislation of the Treasure Act 1996, all artefacts and ecofacts unearthed from the investigation and all other elements of the Site archive (as defined in MoRPHE³) should be deposited by the archaeological contractor in an appropriate public museum registered or provisionally registered by the Museums and Galleries Commission and acceptable to the Planning Archaeologist. No artefacts or ecofacts from the Site shall be deposited in the relevant depository without the prior written consent of the land owner. Should the land owner be unwilling to deposit the archive with the chosen archive, a full photographic and drawn survey shall be made of all artefacts and elements being withheld.
- 2.40 In the absence of an appropriate archive, provision shall be made by the archaeological contractor for retaining the project archive, until a suitable depository is available, and arrangements have been made for the transfer of the archive.
- 2.41 The archaeological contractor shall ensure that the Collections Manager is notified and liaised with at an early stage. It is the responsibility of the archaeological contractor to meet the local museum's reasonable requirements with regard to the preparation of archives for deposition.
- 2.42 Provision shall be made for the payment of a 'deposit grant' at the time of archive transfer towards the costs of archive curation in perpetuity. The rates and requirements currently employed by archive stores elsewhere in the country and by the chosen museum for its archive store shall be used for guidance.
- 2.43 Prior to the deposition of finds in the recipient museum, the archaeological contractor shall agree with that museum the sample or quantity of bulk finds (pottery, animal and (if appropriate) human bone, other ecofactual material, building material, burnt flint, worked flint and stone) to be deposited.
- 2.44 All excavated artefacts and ecofacts and all other elements of the Site archive should be delivered by the archaeological contractor to the recipient museum as one deposit, and written confirmation of this shall be provided to the Planning Archaeologist. Where this arrangement is not practicable, lists shall be submitted by the archaeological contractor to the recipient museum of objects not deposited, together with information as to the quantity involved and their current location, reasons why items have not been deposited and a timetable for their ultimate deposition.
- 2.45 The archaeological contractor shall contact the recipient museum prior to preparing cost estimates for the work, in order to discuss any special requirements for the deposition of finds.
- 2.46 Subject to the resources available and to discussion with the recipient museum, all articles needing conservation shall be properly stabilised by the archaeological contractor prior to their deposition at the recipient museum and records of their treatment lodged with the museum. Those items for which available resources do not permit stabilisation shall be separately packed and listed by the archaeological contractor.

³ Historic England, April 2015. *Management of Research Projects in the Historic Environment - The MoRPHE Project Managers' Guide*

WRITTEN SCHEME OF INVESTIGATION

- 2.47 Prior to commencement of the archaeological investigations the archaeological contractor shall obtain from the recipient museum an accession number(s) for excavated artefacts and ecofacts from the project and any guidelines regarding deposition of such artefacts and ecofacts specific to the recipient museum.
- 2.48 All finds, save those specifically excluded by the recipient museum or excluded on grounds of size/material, shall be marked by the archaeological contractor with the recipient museum's accession number.
- 2.49 Artefacts and ecofacts deposited by the archaeological contractor in the recipient museum shall be accompanied by the remainder of the original Site archive or by a complete duplicate record thereof. A microfiched security copy of the Site archive should also be supplied by the archaeological contractor to the recipient museum.
- 2.50 Subject to the agreement of the landowner, all artefacts and ecofacts recovered from the archaeological excavations shall be deposited by the archaeological contractor within the recipient museum within five years from the date of completion of the investigation.
- 2.51 Copyright of the written, drawn and photographic elements of the Site archive shall be vested jointly with the archaeological contractor and the recipient museum.
- 2.52 The following documents should be adhered to:
1. Standards in the Museum Care of Archaeological Collections⁴;
 2. Management of Research Projects in the Historic Environment⁵; and
 3. MoRPHE (applicable Technical Guides and Project Planning Notes)⁶.

⁴ Museum and Galleries Commission, 1992. *Standards in the Museum Care of Archaeological Collections*

⁵ Historic England, April 2015. *Management of Research Projects in the Historic Environment - The MoRPHE Project Managers' Guide*

⁶ Available from <https://www.historicengland.org.uk/images-books/publications/morphe-project-managers-guide/>

3 HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION

- 3.1 The archaeological contractor shall comply with the requirements of the Health & Safety at Work etc. Act, 1974. The archaeological contractor shall prepare a Risk Assessment for the Site in accordance with the organisation's health and safety policy. Health and safety shall take priority over archaeological matters.
- 3.2 All archaeologists undertaking fieldwork shall comply with all relevant Health and Safety Legislation. This would include, but is not restricted to: machinery shall be kept away from unsupported trench / excavation edges and public access should be restricted. Barriers, hoardings and warning notices shall be installed as appropriate. Safety helmets and other applicable Personal Protective Equipment (PPE) shall be used by all personnel as necessary and identified in the Risk Assessment.
- 3.3 Available reports and drawings pertaining to ground conditions and services shall be provided to the archaeological contractor, however, any further information deemed necessary shall be obtained by the archaeological contractor prior to intrusive works commencing.
- 3.4 In addition to written records excavation areas shall be checked and cleared for services using a CAT scanner. The Principal Contractor shall be responsible for any damage and repairs to site services and any associated business interruption.
- 3.5 Where working on sites with overhead cables present, the exclusion zone in relation to the cables shall be fenced off with a physical marker, such as barrier fencing or Heras prior to any machine work being undertaken.
- 3.6 Spoil shall be kept at a safe distance from any excavation edges. The location of the spoil heap/s may be within the Site or spoil may be removed off-site immediately.
- 3.7 No existing rights of way or accesses shall be blocked during the course of Site work. Adjacent public roads shall be kept free of mud and spoil.
- 3.8 Where works are undertaken in the vicinity of any trees, trees shall be adequately protected as detailed in BS 5837-2012: Trees in relation to design, demolition and construction. Should any conflict arise, works shall stop and an arboriculture specialist shall be consulted for advice.
- 3.9 There may be potential for intrusive works to expose unforeseen contamination at the Site, such as asbestos containing materials (ACMs). The Principal Contractor shall detail adequate control measures within their method statements should contamination be encountered.
- 3.10 The Principal Contractor shall control all aspects of the Safe System of Work. A Risk Assessment, which covers all risks associated with the archaeological contractor's activities on site, shall be provided by the appointed archaeological contractor for this phase of work. The archaeological contractor's Risk Assessment shall also consider hazards posed by the activities of other contractors on site, where those hazards might pose a risk to employees of the archaeological contractor.
- 3.11 All work shall be carried out in compliance with the Health and Safety requirements of the Principal Contractor.

4 CONTRACTOR SPECIFIC REQUIREMENTS

General

- 4.1 The appointed archaeological contractor is Oakford Archaeology based in Exeter. Oakford Archaeology will provide the consultant with a detailed method statement for undertaking the archaeological investigations, which shall require approval from the Planning Archaeologist, as required. This shall include all fieldwork and post-excavation work including archiving.
- 4.2 The requirements of this WSI shall be met in full where reasonably practicable.
- 4.3 Any variations to this WSI shall be agreed with the Planning Archaeologist in advance.
- 4.4 The scope of work detailed in the main part of the specification is aimed at meeting the aims of the project in a cost-effective manner. The consultant attempts to foresee possible site-specific problems and resource these. However, there may be unusual circumstances which have not been included in the costing and programme, such as:
1. unavoidable delays due to extreme bad weather;
 2. vandalism; and
 3. complex structures or objects, including those in waterlogged conditions, requiring specialist removal
- 4.5 Oakford Archaeology's list of specialist contributors and advisors is as follows:
- Bird remains: Matilda Holmes;
 - Dating techniques: Scottish Universities Environmental Research Centre;
 - Charcoal identification: Dana Challinor;
 - Diatom analysis: Nigel Cameron (UCL);
 - Environmental data: AEA;
 - Faunal remains: Lorraine Higbee (Wessex);
 - Finds conservation: Alison Hopper-Bishop (Exeter Museums);
 - Fish remains: Hannah Russ, Sheila Hamilton-Dyer;
 - Human remains: Charlotte Coles, Mandy Kingdom;
 - Lithic analysis: Linda Hurcombe (Exeter University);
 - Medieval and post-medieval finds: John Allan;
 - Metallurgy: Gill Juleff (Exeter University);
 - Numismatics: Norman Shiel (Exeter);
 - Petrology/geology: Roger Taylor (RAM Museum), Imogen Morris;
 - Plant remains: Lisa Gray;
 - Prehistoric pottery: Henrietta Quinnell (Exeter);
 - Roman finds: Paul Bidwell & associates (Arbeia Roman Fort, South Shields);
 - Others: Wessex Archaeology Specialist Services Team

Insurance

- 4.6 The archaeological contractor shall hold Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance. Details will be supplied on request.
- 4.7 The consultant and the archaeological contractor shall not be liable to indemnify the Client against any compensation or damages for or with respect to:
1. damage to crops being on the Area or Areas of Work (save in so far as possession has not been given to the archaeological contractor);
 2. the use or occupation of land (which has been provided by the Client) by the Project or for the purposes of completing the Project;
 3. interference whether temporary or permanent with any right of way, light, air or water or other easement or quasi easement which are unavoidable result of the Project in accordance with the Agreement;
 4. any other damage which is the unavoidable result of the Project in accordance with the Agreement; and
 5. injuries or damage to persons or property resulting from any act or neglect or breach of statutory duty done or committed by the Client or his agents, servants or their contractors (not being employed by the consultant) or for or in respect of any claims demands proceedings damages costs charges and expenses in respect thereof or in relation thereto.

Standards and Procedures

- 4.8 The consultant and the archaeological contractor shall conform to the standards of professional conduct outlined in the ClfA Code of Conduct, and the relevant ClfA Standards and Guidance.
- 4.9 Project Supervisors shall be recognised in an appropriate Area of Competence by the ClfA.

5 SOURCES CONSULTED

General

Cornwall and Isles of Scilly Historic Environment Record

Cornish Studies Services, Kresnen Kernow.

Internet

British Geological Survey – <http://www.bgs.ac.uk/discoveringGeology/geologyOfBritain/viewer.html>

Historic England: The National Heritage List for England – <http://www.historicengland.org.uk/listing/the-list/>

Bibliographic

CgMs 2016 *Tregarthen's Hotel, St Mary's, Isles of Scilly. Archaeological Desk-Based Assessment*

CgMs/RPS 2018 *Written Scheme of Investigation for Archaeological Works, in respect of Tregarthen's Hotel, St Mary's, Isles of Scilly.* Unpublished report ref JAC20972/PB/WSI2018/Final

Chartered Institute for Archaeologists *Standard and guidance for commissioning work or providing consultancy advice on archaeology and the historic environment*, 2014

Chartered Institute for Archaeologists *Standard and guidance for the archaeological investigation and recording of standing buildings or structures* (2014, updated 2019)

Chartered Institute for Archaeologists *Standard and guidance for an archaeological watching brief*, 2014

Chartered Institute for Archaeologists *Standard and guidance for archaeological geophysical survey*, 2014

Chartered Institute for Archaeologists *Standard and guidance for archaeological field evaluation*, 2014

Department of Communities and Local Government *National Planning Policy Framework* 2012 (revised February 2019)

Department of Communities and Local Government *National Planning Policy Framework - Planning practice guidance - Conserving and enhancing the historic environment* 2014 (revised February 2018)

Historic England, April 2015. *Management of Research Projects in the Historic Environment - The MoRPHE Project Managers' Guide*

Historic England, 2016. *Understanding Historic Buildings: A guide to good recording practice*

Johns, C. (ed) 2012 *Isles of Scilly Historic Environment Research Framework. Resource Assessment and Research Agenda.*

Museum and Galleries Commission, 1992. *Standards in the Museum Care of Archaeological Collections*

RPS 2020 *Tregarthen's Hotel, Isles of Scilly: Addendum to the Built Heritage Statement and Archaeological Desk-Based Assessment.* Unpublished report ref JCH01230



APPENDICES

Appendix A

Figures





