

LAND AT ST. ANN'S CHAPEL

BIGBURY

SOUTH HAMS

DEVON

Written Scheme of Investigation



South West Archaeology Ltd WSI no. BSA20WSlv1.2



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Land at St. Ann's Chapel, Bigbury, Devon

Written Scheme of Investigation

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Produced by SWARCH for a Private Client

Non-Technical Summary

This Written Scheme of Investigation (WSI) has been prepared by South West Archaeology Ltd. for a private client (the Client). It has been drawn up in consultation with Devon County Council Historic Environment Team, and details the archaeological mitigation strategy and methodology to be employed for a staged programme of works, commencing with evaluation trenching at Land North-West of Holwell Farm, St. Ann's Chapel, Devon.

The site lies to the south-west of the crossroads in the centre of St. Ann's Chapel, in an area noted on the Devon HER as having a number of heritage assets. These include the Grade II Listed Pickwick Inn, which incorporates the remains of the 15th century St. Ann's Chapel (MDV4872), a Neolithic long barrow (MDV36059), two late Neolithic to early Bronze Age bowl barrows (MDV36060 and MDV16575), and a probable double-ditched rectilinear enclosure (MDV50110).

The site has previously been subject to a heritage appraisal and impact assessment, a geophysical survey and evaluation trenching. The geophysical survey identified a number of anomalies that indicated possible archaeological features. These were interpreted as a possible curvilinear enclosure, a possible rectilinear enclosure, associated linear features and a small number of discrete anomalies. The 2014 evaluation identified archaeological features in all trenches. Finds recovered included thirteen pieces of prehistoric pottery dating to the Bronze Age. The conclusion of the evaluation was that the site has been subject to extensive ploughing, but potentially indicates the presence of an early settlement and funerary activity.



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1.0 INTRODUCTION

LOCATION: LAND AT ST ANN'S CHAPEL
PARISH: BIGBURY
DISTRICT: SOUTH HAMS
COUNTY: DEVON
NGR: SX 66349 47125
OASIS No: SOUTHWES1-407094
PLANNING REF: 3450/19/ARM; 4097/16/OPA; APP/K1128/W/17/3182100
SWARCH REF: BSA20
DCHET REF: ARCH/DM/SH/30404C

1.1. PROJECT SCOPE

This document is the Written Scheme of Investigation (WSI) for Land NW of Holwell Farm, St. Ann's Chapel, Devon. It has been produced by South West Archaeology Ltd (SWARCH) for a private client (the Client). It sets out the methodology for a staged programme of works, commencing with targeted evaluation trenching to be undertaken ahead of the proposed development of 9 dwellings. The WSI and the schedule of work it proposes were drawn up in consultation with Devon County Council Historic Environment Team (DCHET).

1.2. PLANNING CONTEXT

Works on this site are being undertaken as part of planning application 3450/19/ARM for the development of 9 dwellings. This follows from outline planning application 4097/16/OPA and appeal APP/K1128/W/17/3182100.

1.3. PLANNING CONDITION(S)

In accordance with paragraph 199 of the *National Planning Policy Framework* (2019) and Policy DEV21 of the Plymouth and South West Devon Joint Local Plan 2014-34, consent has been granted, conditional upon a programme of archaeological work being undertaken. Condition 15 of the appeal decision states:

No development shall take place until the applicants have secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Local Planning Authority. The development shall be carried out at all times in strict accordance with the approved scheme, or such other details as may be subsequently agreed in writing by the Local Planning Authority.

1.4. PUBLIC AND ECONOMIC BENEFIT¹

- 1.4.1. Social benefit can arise through learning and development, and community strength and local identity can be enhanced through contact with the historic environment.
- 1.4.2. Social benefit also arises from the net contribution to human knowledge (the *research dividend*) made by investigative works.
- 1.4.3. Economic benefit can arise from the regeneration of historic places, leading to the revitalisation of communities and neighbourhoods. Archaeology can make a meaningful contribution to place-making, which in turn enhances the image of a place and makes it a more desirable place in which to live.
- 1.4.4. Economic benefit can also arise from beneficial publicity, particularly through outreach, but also via public appreciation of due corporate diligence and care for the historic environment.

¹ CifA 2015: *Professional Archaeology: a guide for clients*.

2.0 BACKGROUND INFORMATION

2.1. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

The site lies to the south-west of the crossroads in the centre of St. Ann's Chapel, in an area noted on the Devon HER as having a number of heritage assets. These include the Grade II Listed Pickwick Inn, which incorporates the remains of the 15th century St. Ann's Chapel (MDV4872), a Neolithic long barrow (MDV36059), two late Neolithic to early Bronze Age bowl barrows (MDV36060 and MDV16575), and a probable double-ditched rectilinear enclosure (MDV50110).

The site has previously been subject to a heritage appraisal and impact assessment², a geophysical survey³ and evaluation trenching⁴. The geophysical survey identified a number of anomalies that indicated possible archaeological features. These were interpreted as a possible curvilinear enclosure, a possible rectilinear enclosure, associated linear features and a small number of discrete anomalies. The 2014 evaluation identified archaeological features in all trenches. Finds recovered included thirteen pieces of prehistoric pottery dating to the Bronze Age. The conclusion of the evaluation was that the site has been subject to extensive ploughing, but potentially indicates the presence of an early settlement and funerary activity.

2.2. TOPOGRAPHICAL AND GEOLOGICAL BACKGROUND

The proposed site is on the southern side of the hamlet of St. Ann's Chapel, to the north of the village of Bigbury, in an area of agricultural land. The site lies at a height of approximately 120m AOD. The soils are recorded as the well-drained fine loamy and fine silty soils over rock of the Denbigh 1 Association⁵, overlying the slate, siltstone and sandstone of the Dartmouth Group⁶.

2.3. SITE LOCATION

The site lies to the south-west of the crossroads in the centre of the hamlet of St. Ann's Chapel, to the north of Bigbury.

² Burley, N. 2015 (Updated 2017): *Land at St Ann's Chapel, Bigbury: Heritage Appraisal & Impact Assessment Addendum in Consideration of Amended Residential Development Scheme*; Heritage Vision.

³ Dean, R. 2014: *Land at St Ann's Chapel, Bigbury, South Hams: An archaeological gradiometer survey*; Substrata Report no. 141112.

⁴ Smith, W. & Valentin, J. 2014: *Land at St Ann's Chapel, Bigbury, Devon, Centres on SX 6633 4710: Results of an Archaeological Trench Evaluation*; AC Report No. ACD959/2/0.

⁵ Soil Survey of England and Wales 1983: *Legend for the 1:250,000 Soil Map of England and Wales (a brief explanation of the constituent soil associations)*.

⁶ British Geological Survey 2020: <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>.

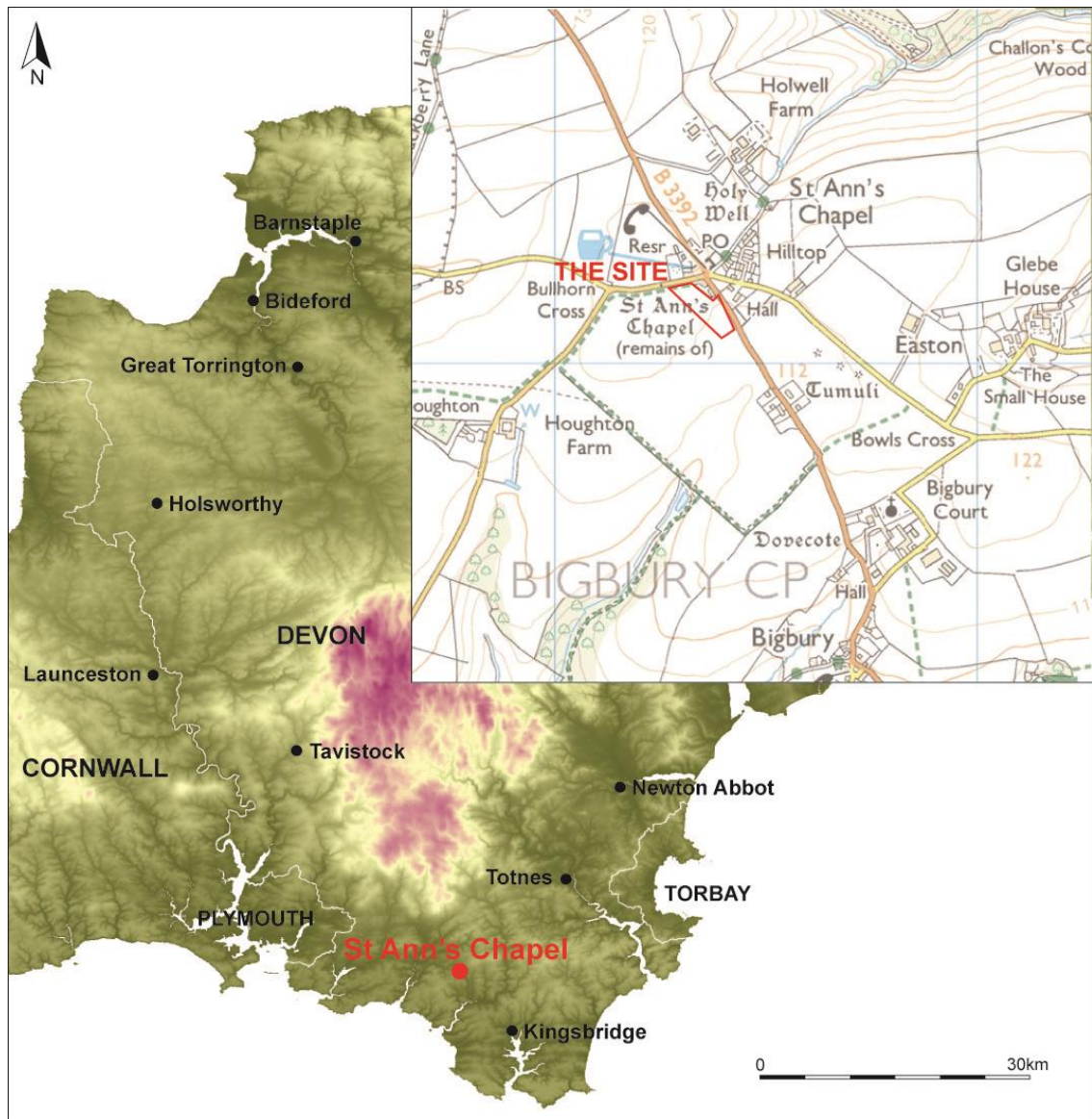


FIGURE 1: LOCATION MAP.

3.0 HEALTH & SAFETY AND ENVIRONMENTAL POLICIES

3.1. SWARCH H&S POLICIES

SWARCH is committed to the highest standards of health and safety awareness. Works will be carried out in accordance with the *Health and Safety at Work Act 1974*, the *Management of Health and Safety Regulations 1992*, and other relevant health and safety legislation, regulations and codes of practice. All SWARCH field staff hold current CSCS safety cards and EFAW or FAW qualifications. Specific RAMS and RA have been produced for this site, and will be taken onto site with any SWARCH personnel.

3.2. SPECIFIC HEALTH & SAFETY MEASURES

- 3.2.1. The site archaeologist will undertake any site safety induction course provided by the Client.
- 3.2.2. The Client will provide details of all and any known buried services likely to be encountered, and provide specific guidance on how works should be undertaken around those services.
- 3.2.3. These health and safety requirements will be observed at all times by any archaeological staff working on site, particularly when working with machinery, deep excavations or open water.

- 3.2.4. Appropriate PPE will be employed at all times. As a minimum: high-visibility jackets, safety helmets and protective footwear. Additional PPE (gloves, glasses) will be worn as required.
- 3.2.5. If the depth of trenching exceeds 1.2 metres a dynamic risk assessment will be undertaken to determine the stability of the excavation. If necessary, trench sides will be shored or stepped to enable archaeologists to examine and if appropriate record the section of the trench/features. It may become necessary to install measures to pump out groundwater to facilitate safe working. The provision of such measures will be the responsibility of the Client.
- 3.2.6. A robust risk assessment methodology (shoring, stepping etc.) for work in deep trenches will be developed with the Client and the groundcrew to ensure the safest possible working conditions for SWARCH personnel.

3.3. ENVIRONMENTAL POLICIES

- 3.3.1. SWARCH is committed to the laws, regulations, and other policy mechanisms concerning environmental issues and sustainability. These issues include air and water pollution, solid waste management, biodiversity, ecosystem management, maintenance of biodiversity, the protection of natural resources, wildlife and endangered species, energy or regulation of toxic substances including pesticides and many types of industrial waste.
- 3.3.2. As a provider of archaeological services, SWARCH, its employees and subcontractors have a responsibility for the protection of archaeological heritage. In line with the ClfA *Environmental Protection Policy* para.1, SWARCH recognises that its responsibilities to the built heritage extend to the environment more generally, and that archaeological activities have the potential to affect the environment⁷.
- 3.3.3. SWARCH will adhere to the environmental policies of the Client, and, if applicable, will take steps to minimise environmental damage or pollution arising from archaeological fieldwork.

4.0 PROJECT AIMS AND TIMETABLE

4.1. PROGRAMME OF WORKS

- 4.1.1. Carry out targeted evaluation trenching; and
- 4.1.2. Analyse and report on the results of the project as appropriate.

4.2. TIMETABLE

- 4.2.1. A timetable has yet to be agreed, however, subject to the approval and deposition of this WSI, the works will likely be carried out in Winter 2020/21.

5.0 RESEARCH OBJECTIVES

5.1. RESEARCH OBJECTIVES

- 5.1.1. This project has the potential to feed into research aims as outlined in the regional archaeological frameworks document: SWARF⁸
- 5.1.2. The specific research aims from SWARF relevant to this project are:
Research Aim 4: Encourage wide involvement in archaeological research and present modern accounts of the past to the public.
- 5.1.3. Research Aim 54: Widen our understanding of monumentality in the Neolithic and Early Bronze Age.
- 5.1.4. Research Aim 57: Widen our understanding of Neolithic and Early Bronze Age mortuary practice.

⁷ ClfA 2016: *Policy Statements*.

⁸ Grove, J. & Croft, B. (eds.) 2012: *The Archaeology of South West England: South West Archaeological Research Framework: Research Strategy 2012-17*; Somerset County Council.

6.0 METHODOLOGY

6.1. AREA EXCAVATION:

- 6.1.1. Two areas of excavation are proposed on the site. The topsoil strip will be undertaken by 360° tracked excavator with toothless grading bucket to the depth of *in situ* subsoil/weathered natural or archaeological deposits, whichever is highest in the stratigraphic sequence. In exceptional circumstances, where materials of a particularly compact nature are encountered, these may be removed with a toothed bucket subject to agreement with archaeological staff on site. Any archaeological features exposed will be hand-excavated and recorded by the site archaeologist. The work will be carried out in compliance with the relevant guidance.
- 6.1.2. If areas of high archaeological significance or potential are encountered in the evaluation trenching, targeted area excavations will be carried out, in consultation with the Devon County Council Historic Environment Team.

6.2. ARCHAEOLOGICAL EVALUATION TRENCHING

- 6.2.1. Thirteen evaluation trenches (totalling c.325m) will be excavated across the site (see Fig.2) to validate the results of the geophysical survey and previous evaluation and investigate the survival of any archaeological deposits. This work will be carried out in compliance with the relevant guidance⁹ (CIfA 2014).
- 6.2.2. Wherever practicable topsoil stripping and all groundworks across the site will be undertaken by a 360° tracked mechanical excavator fitted with a toothless grading bucket. Any archaeological features exposed will be investigated and recorded by the site archaeologist.

6.3. FURTHER ARCHAEOLOGICAL WORKS:

Depending on the results of evaluation trenching, and in consultation with the Devon County Council Historic Environment Team (DCHET), further works may be required to be undertaken in the evaluated areas in the form of additional area excavations (see 6.1 above). These will be undertaken in accordance with the methodology outlined in Section 6.4.

⁹ CIfA 2014: *Standard and Guidance for an Archaeological Field Evaluation*.

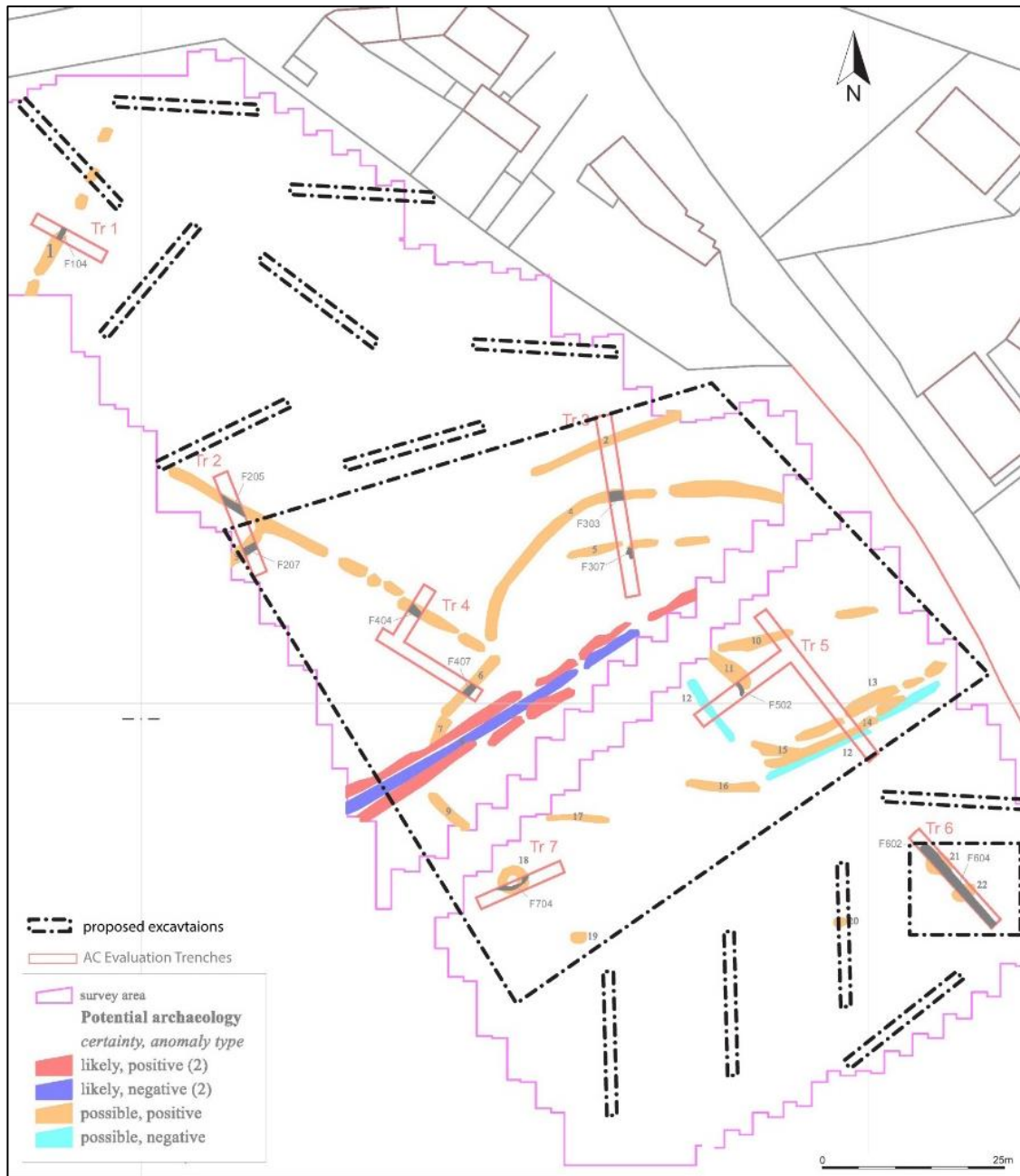


FIGURE 2: PROPOSED AREA EXCAVATION AND TRENCH PLAN.

6.4. METHODOLOGY

- 6.4.1. The Client will provide SWARCH with details of the location of existing services, groundworks within the site area, and of the proposed construction programme.
- 6.4.2. All excavation of exposed archaeological features shall be carried out by stratigraphically by hand and recorded according to ClfA guidelines and best practice.
- 6.4.3. Where archaeological features are exposed, then as a minimum:
- Small discrete features will be fully excavated;
 - Larger discrete features will be half-sectioned (50% excavated);
 - Long linear features will be sample excavated along their length, with investigative excavations distributed along the exposed length of any such feature, and to investigate terminals, junctions and relationships with other features.

- 6.4.4. Should the above proportions not yield sufficient information to allow the form and function of archaeological features/deposits to be determined, full excavation of such features/deposits may be required. Additional excavation may also be required for the taking of palaeo-environmental samples and recovery of artefacts. Any variation of the above will be undertaken in consultation with DCHET.
- 6.4.5. Spoil will be examined for the recovery of artefacts; a metal detector will be used to enhance the recovery of metal finds.
- 6.4.6. If articulated human remains are revealed, these will be left in-situ, covered and protected, and the Coroner notified. Removal will take place in line with the appropriate Ministry of Justice and environmental health regulations. A MoJ licence will be obtained prior to removal.
- 6.4.7. Any finds identified as treasure or potential treasure, including precious metals, groups of coins or Prehistoric metalwork, will be dealt with according to the Treasure Act 1996 Code of Practice (2nd Revision) (Dept for Culture Media and Sport). 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.

6.5. METHODOLOGY:

- 6.5.1. The archaeological work will be carried out in accordance with the Chartered Institute for Archaeologists Standard and Guidance for Archaeological Excavation 2014, Standard and Guidance for Archaeological Field Evaluation 2014 and Standard and Guidance for an Archaeological Watching Brief 2014.
- 6.5.2. Spoil will be examined for the recovery of artefacts, including the use of a metal detector.
- 6.5.3. All excavation of exposed archaeological features shall be carried out by hand, stratigraphically, and fully recorded by context to ClfA guidelines. All features shall be recorded in plan and section at scales of 1:10, 1:20 or 1:50. All scale drawings shall be undertaken at a scale appropriate to the complexity of the deposit/feature and to allow accurate depiction and interpretation. An adequate photographic record of the excavation will be prepared.
- 6.5.4. If archaeological features are exposed, then as a minimum:
 - i) small discrete features will be fully excavated;
 - ii) larger discrete features will be half-sectioned (50% excavated);
 - iii) long linear features will be excavated to sample 20% of their length – with investigative excavations distributed along the exposed length of any such feature. Whether any further excavation is required will be confirmed with DCHET. Should the above excavation not yield sufficient information to allow the form and function of archaeological features/deposits to be determined, full excavation of such features/deposits may be required.
- 6.5.5. Should the above excavation not yield sufficient information to allow the form and function of archaeological features/deposits to be determined, full excavation of such features/deposits may be required. Additional excavation may also be required for the taking of palaeoenvironmental samples and recovery of artefacts. Any variation of the above will be undertaken in consultation with DCHET.
- 6.5.6. Artefacts will be bagged and labelled on site. Unstratified post-1800 pottery may be discarded on site after a representative sample has been retained. Following post-excavation analysis and recording, further material may be discarded, subject to consultation with the appropriate specialists and the receiving Museum;
- 6.5.7. Should archaeological or palaeoenvironmental remains be exposed, the site archaeologist will investigate, record and sample such deposits.
- 6.5.8. The project will be organised so that specialist consultants who might be required to conserve or report on finds or advise or report on other aspects of the investigation (e.g. palaeoenvironmental analysis) can be called upon and undertake assessment and analysis of such deposits - if required. On-site sampling and post-excavation assessment and analysis will be undertaken in accordance with Historic England's guidance in [Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation 2011](#).
- 6.5.9. Human remains will be left *in-situ*, covered and protected. Removal will only take place under appropriate Ministry of Justice and environmental health regulations. Such removal will be in compliance with the relevant primary legislation.

- 6.5.10. Any finds identified as treasure or potential treasure, including precious metals, groups of coins or Prehistoric metalwork, will be dealt with according to the Treasure Act 1996 Code of Practice (2nd Revision) (Dept for Culture Media and Sport). 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.
- 6.5.11. In the event of particularly significant discoveries, DCHET will be informed and a site meeting between the consultant, DCHET and the client/applicant will be held to determine the appropriate response.

6.6. SAMPLING STRATEGY

- 6.6.1. Where suitable deposits are exposed then samples will be collected in preparation for scientific assessment/analysis/dating. Sampling will be undertaken in line with the relevant guidance¹⁰. It is envisaged that samples will either consist of bulk soil samples [sampling 100% or 40 litres, in labelled 5 litre plastic sample tubs] or vertical sediment columns [monolith tins].
- 6.6.2. Suitable deposits are taken to include contexts where sampling will recover material for dating or palaeo-economic evidence (e.g. sealed pits, basal deposits), or waterlogged/well-preserved sediments with potential for palaeo-environmental remains.
- 6.6.3. Bulk samples will be stored in sealed containers until off-site processing by SWARCH personnel. The flot will be separated and the residue examined for small artefacts/ecofacts/hammerscale. The residue will be disposed of appropriately, and the flot/remnant forwarded for specialist analysis.
- 6.6.4. Monolith samples will be stored under controlled conditions before delivery to the appropriate specialist.
- 6.6.5. The project will be organised so that specialist consultants, and the regional Historic England science advisor, can be called upon during the works as necessary.

6.7. ARCHAEOLOGICAL RECORDING

- 6.7.1. Standardised single recording sheets will be employed.
- 6.7.2. Survey drawings in plan, section and profile at 1:10, 1:20, 1:50 and 1:100 will be prepared, as appropriate to the size and/or significance of archaeological features.
- 6.7.3. A photographic record of the excavation and will be prepared. This will include photographs illustrating the principal features and finds discovered, in detail and in context. The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation mounted. All photographs of archaeological and architectural detail will feature an appropriately sized scale.
- 6.7.4. Survey and location of features (metal finds to sub-metre accuracy).
- 6.7.5. All stratified finds, except when clearly modern, will be retained, bagged and labelled on site. Unstratified post-1800 material may be discarded on site, but a representative sample will be retained.
- 6.7.6. Spoil will be examined for the recovery of artefacts; a metal detector may be used to enhance the recovery of metal finds.
- 6.7.7. All retained artefacts will be processed (washed, identified, weighed, counted) and assessed for their stratigraphic and research potential.
- 6.7.8. Any variation of the above shall be agreed in consultation with DCHET.

7.0 MONITORING

- 7.1.1. SWARCH shall agree monitoring arrangements with DCHET and give two weeks' notice, unless a shorter period is agreed, of commencement of the fieldwork. Details will be agreed of any monitoring points where decisions on options within the programme are to be made
- 7.1.2. If significant or complex archaeological remains are uncovered, SWARCH will liaise with the client and DCHET to determine the most satisfactory way to proceed.

¹⁰ English Heritage 2011: *Environmental Archaeology: a guide to the theory and practice of methods, from sampling and recovery to post-excavation*.

7.1.3. Monitoring will continue until the deposition of the site archive and finds, and the satisfactory completion of an OASIS report.

7.1.4. SWARCH will notify DCHET upon the completion of each stage of fieldwork.

8.0 REPORTING

8.1. REPORTING STRATEGY

8.1.1. Copies of the report(s) detailing the results of these investigations will be submitted to the OASIS (*Online Access to the Index of Archaeological Investigations*) database under reference southwes1-407094 within 3 months of completion of fieldwork, if longer timescales are required due to specialist reporting etc this will be agreed with DCHET. The type of report produced will be agreed with DCHET in light of the results.

8.2. ARCHIVE REPORT

8.2.1. The full report will include the following elements:

8.2.2. A report number, date and the OASIS record number;

8.2.3. A non-technical summary of the results

8.2.4. An introduction to the project and the background to the project;

8.2.5. A description and illustration of the site location;

8.2.6. A methodology of the works undertaken, and an evaluation of that methodology;

8.2.7. Plans and reports of all documentary and other research undertaken;

8.2.8. A location plan and overall site plan;

8.2.9. Suitably detailed annotated plans of the structures;

8.2.10. Suitably detailed annotated elevations drawings of the structures;

8.2.11. A written summary of the structures, describing principal attributes and surviving significant features;

8.2.12. A phase plan of the structures, accompanied by a description of each phase and evidence in support of the proposed phasing;

8.2.13. A plan showing the location of areas subject to archaeological recording;

8.2.14. Detailed plans of areas of the site in which archaeological features are recognised along with adequate OD spot height information. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the site and features/deposits in relation to north. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeo-environmental deposits that have influenced the site stratigraphy;

8.2.15. Section drawings of deposits and features, with OD heights, at scales appropriate to the stratigraphic detail to be shown and must show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile areas will not be illustrated unless they can provide information on the development of the site stratigraphy or show palaeo-environmental deposits that have influenced the site stratigraphy;

8.2.16. A description of any remains and deposits identified including an interpretation of their character and significance;

8.2.17. Analysis, as appropriate, of significant artefacts, environmental and scientific samples;

8.2.18. A summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;

8.2.19. The photographic archive will be presented as an appendix to the main body of the report;

8.2.20. An interpretation of the results in the appropriate context;

8.2.21. A summary of the contents of the project archive and its location;

8.2.22. A bibliography;

8.2.23. The DCHET will receive the report within three months of completion of fieldwork, dependant on the provision of any specialist reports etc, the production of which may exceed this period. If a substantial delay is anticipated then an interim report will be produced and a revised submission date for the final report agreed with the DCHET.

8.3. PUBLICATION AND DISSEMINATION

Should significant archaeological remains be encountered then the results of this work will merit formal dissemination. Most likely this would consist of a short article summarising all works on the site, with a focus on the significant archaeological remains and finds at an appropriate level of detail, would appear in the Devon Archaeological Society Proceedings. Even in the event of little or limited results a note may be placed in the newsletter of the Devon Archaeological Society.

8.4. PUBLIC PARTICIPATION

- 8.4.1. The limitations of this programme of fieldwork renders it unsuitable for public participation; however there may be local interest in the results of the recording;
- 8.4.2. Where there is local interest, SWARCH personnel routinely give evening talks to local historical and/or archaeological societies.

9.0 ARCHIVE

- 9.1.1. On completion of the project an ordered and integrated site archive will be prepared in accordance with the appropriate guidelines¹¹.
- 9.1.2. The archive will consist of two elements, the material archive and the digital archive.
- 9.1.3. SWARCH will, on behalf of the Box, obtain a written agreement from the landowner to transfer title to all items in the material archive to the receiving museum.
- 9.1.4. If ownership of all or any of the finds is to remain with the landowner, provision and agreement must be made for the time-limited retention of the material and its full analysis and recording, by appropriate specialists.
- 9.1.5. The material archive, comprising the retained artefacts/samples and the hardcopy paper record (if requested) will be cleaned (or otherwise treated), ordered, recorded, packed and boxed in accordance with the deposition standards and selection strategies of the Box, and in a timely fashion. Should SWARCH be unable to attain a selection strategy from the Museum, specialists will be consulted to achieve an appropriate strategy in line with best practice.
- 9.1.6. The material archive will be retained by the Box under an accession number obtained using the reference number PENDING.
- 9.1.7. If the Box wishes to retain the hardcopy paper archive, it will be deposited with the rest of the material archive under the same accession number. Should the Box decline the hardcopy paper archive, that archive will be offered to other appropriate museum bodies, DCHET and the church. If a suitable third party cannot be found, the hardcopy paper archive will be retained by SWARCH for 3 years and then destroyed.
- 9.1.8. The digital archive, including copies of all relevant documentation relating to the project and digital copies of all photographs, will be deposited with the Archaeology Data Service (ADS) in compliance with their standards and requirements and according to Historic England guidance¹² for digital photography.
- 9.1.9. SWARCH will notify DCHET of the deposition of the material (finds) archive with the Box, and the deposition of the digital archive with the ADS
- 9.1.10. There will not be a requirement to prepare an archive for fieldwork projects that do not expose deposits of archaeological interest and yield little or no artefactual material. The results of these projects will be held by the HER in the form of the report submitted by SWARCH and the creation of an OASIS entry and uploading of the report, subject to the approval of DCHET.
- 9.1.11. The archive will be completed within 3 months of the completion of the final report.

¹¹ Historic England 2015: *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*.

¹² Historic England 2015: *Digital Image capture and File Storage: guidelines for best practice*.

10.0 PERSONNEL

10.1. SWARCH PERSONNEL

- 10.1.1. The project will be managed by Dr. Samuel Walls BA MA PhD MCIfA (Director at SWARCH 2013-present with 11 years of experience in the commercial sector).
- 10.1.2. The archaeological evaluation trenching and any subsequent works will be undertaken by SWARCH personnel with appropriate expertise and experience, or supervised by SWARCH personnel with appropriate expertise and experience: Brynmor Morris BA MA PhD ACIfA (Director at SWARCH 2013-present with 12 years commercial experience); Joe Bampton BA MA MCIfA (10 years commercial experience); Peter Webb BA MA² (12 years commercial experience).
- 10.1.3. Where necessary, appropriate specialist advice will be obtained.

10.2. SPECIALISTS

Bone	Hayley Foster MA, PhD
Conservation	Laura Ratcliffe BSc
Curatorial	Fiona Pitt
Environmental Sample Processing	SWARCH personnel
	Geoflo
Lithics	Peter Webb MA
Medieval Pottery	John Allan
Metal & Leatherwork	Quita Mould MA
Metal Detectorists	Taw and Torridge Metal Detecting Club
Plant Macro-Fossils	Wendy Carruthers
Pollen Analysis	Ralph Fyfe PhD
Post Medieval Pottery	Bryn Morris PhD
Prehistoric Pottery	Henrietta Quinnell
	Imogen Wood PhD
Roman Pottery	Alex Croom
	Imogen Wood PhD
Wood Identification	Dana Challinor PhD

10.3. TRAINING AND CPD

- 10.3.1. Where appropriate, SWARCH will seek to provide training opportunities to SWARCH personnel during the archaeological fieldwork and post-excavation process. Training would be undertaken in order to enhance recording and recovery, and maximise the research gain.
- 10.3.2. SWARCH training plans (PDP) and CPD logs will be updated during the project, as appropriate to need and demand.
- 10.3.3. It is envisaged that artefact awareness and recognition are likely to receive further training.

11.0 INSURANCES AND QUALITY CONTROL

- 11.1.1. SWARCH carry Professional Indemnity Insurance cover up to £5 million, Public Liability up to £5 million and Employers Liability up to £10 million.
- 11.1.2. SWARCH is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (CIfA).
- 11.1.3. SWARCH is committed to the highest standard of professional ethics and technical standards, and adheres to CIfA and Historic England guidelines in the conduct of our work.
- 11.1.4. The work undertaken will be carried out by professional archaeologists overseen by supervisors of ACIfA-level competence. The works and products will be overseen and checked by professional archaeologists with MCIfA-level competence.

12.0 CONFLICT WITH OTHER CONDITIONS AND STATUTORY RESTRAINTS

- 12.1.1. Even where groundworks are being undertaken under the direct control and supervision of SWARCH personnel, it remains the responsibility of the Client - in consultation with SWARCH, the

applicant or agent - to ensure that the required archaeological works do not conflict with any other conditions that have been imposed upon the consent granted and should also consider any biodiversity issues as covered by the NERC Act 2006. In particular, such conflicts may arise where archaeological investigations/excavations have the potential to have an impact upon protected species and/or natural habitats e.g. SSSIs, National Nature Reserves, Special Protection Areas, Special Areas of Conservation, Ramsar sites, County Wildlife Sites etc.



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