

## Appendix 1

# Trewarthenick House

Tregony, Cornwall, England

Historic Building Recording:

Written Scheme of Investigation

Author: Matt Mossop MA MGSDip MIAI

Report date: 07-10-08

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Tregony, Cornwall, England

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Written Scheme of Investigation

**Author:** Matt Mossop MA, MGSDip, MIAI

**Report date:** 07-10-08

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**Client:** Trewarthenick Farms Ltd c/o 11 Connaught Place, London W2 2ET

**Proposed project dates:** Starting 8-10-08

**Project No:** AC08001E

**Planning Reference:** PA34/1311/08/R and LB34/1312/08/R

**Statutory Protection:** Grade II Listed Building LBS 62915  
Grade II Registered Park and Garden

**Site:** Trewarthenick House

**Parish:** Tregony

**District:** Carrick

**County:** Cornwall

**Country:** England

**NGR:** SW 9030744260

## Contents

<b>1. Summary</b>	<b>6</b>
<b>2. Site location</b>	<b>7</b>
2.1 Location	7
2.2 Topography	7
2.3 Geology	8
<b>3. Project background</b>	<b>8</b>
3.1 Development background	8
3.2 Project extent	12
3.3 Previous archaeological and historical work	15
<b>4. Project aims and objectives</b>	<b>15</b>
<b>5. Method statement</b>	<b>16</b>
5.1 General methodology	16
5.2 Stage 1: Project planning	17
5.3 Stage 2: Fieldwork	17
5.3.1 Photographic survey	18
5.3.2 Architectural annotation of existing plans and elevation photography	19
5.3.3 Selective measured survey	19
5.4 Stage 3: Archive and Report	20
5.4.1 Site archive	20
5.4.2 Archive report content	21
5.5 Stage 4: Dissemination of Results	22
5.5.1 Archive reports	22
5.5.2 Web-based publications	23
5.5.3 Popular publications	23
5.5.4 Academic publications	23
5.5.5 Presentations and papers	23
<b>6. Project management and structure</b>	<b>24</b>
6.1 Structure	24
6.1.1 Archaeological Consultancy Ltd.	24
6.1.2 Project structure	24
6.1.3 Monitoring and signing-off condition	25
6.2 Resources	26
6.2.1 Staff	26
6.2.2 Project facilities and infrastructure	29
6.2.3 Equipment and materials	29
6.3 Timetable	29

6.4	Project Costs	30
<b>7.</b>	<b>Terms and Conditions</b>	<b>31</b>
7.1	Obligations	31
7.2	Compliance and Variations	31
7.3	Payment terms	32
7.4	Health and safety	32
7.5	Insurance	32
7.6	Copyright	32
7.7	Disclaimer	33
<b>8.</b>	<b>References</b>	<b>33</b>
8.1	Publications	33
8.2	Websites	35
<b>WSI Appendix 1</b>	<b>Brief for historic building recording</b>	<b>36</b>
<b>WSI Appendix 2</b>	<b>Eric Berry CV</b>	<b>40</b>

## List of Figures

Figure 1 Site location

Figure 2 Project extent

## Abbreviations

A	Archaeologist
AC	Archaeological Consultancy Limited
ADS	Archaeological Data Services
AONB	Area of Outstanding Natural Beauty
BGS	British Geological Society
CAU	Cornwall Archaeological Unit (now the HES)
CBA	Council for British Archaeology
CCC	Cornwall County Council
CRO	Cornwall Record Office
EH	English Heritage

EU	European Union
GIS	Geographical Information System
HEPAO	Historic Environment Planning Advice Officer
HEPAS	Historic Environment Planning Advice Service
HER	Cornwall and the Isles of Scilly Historic Environment Record
HES	Historic Environment Service, Cornwall County Council
HLC	Historic Landscape Characterisation
IM	Iain MacDonald Limited
NGR	National Grid Reference
NMP	National Mapping Programme
NMR	National Monuments Record, Swindon
OS	Ordnance Survey
PM	Project Manager
PO	Project Officer
PRN	Primary Record Number in Cornwall HER
PRO	Public Record Office
RCM	Royal Cornwall Museum, Truro
TBC	To be confirmed
WSI	Written Scheme of Investigation

## **1. Summary**

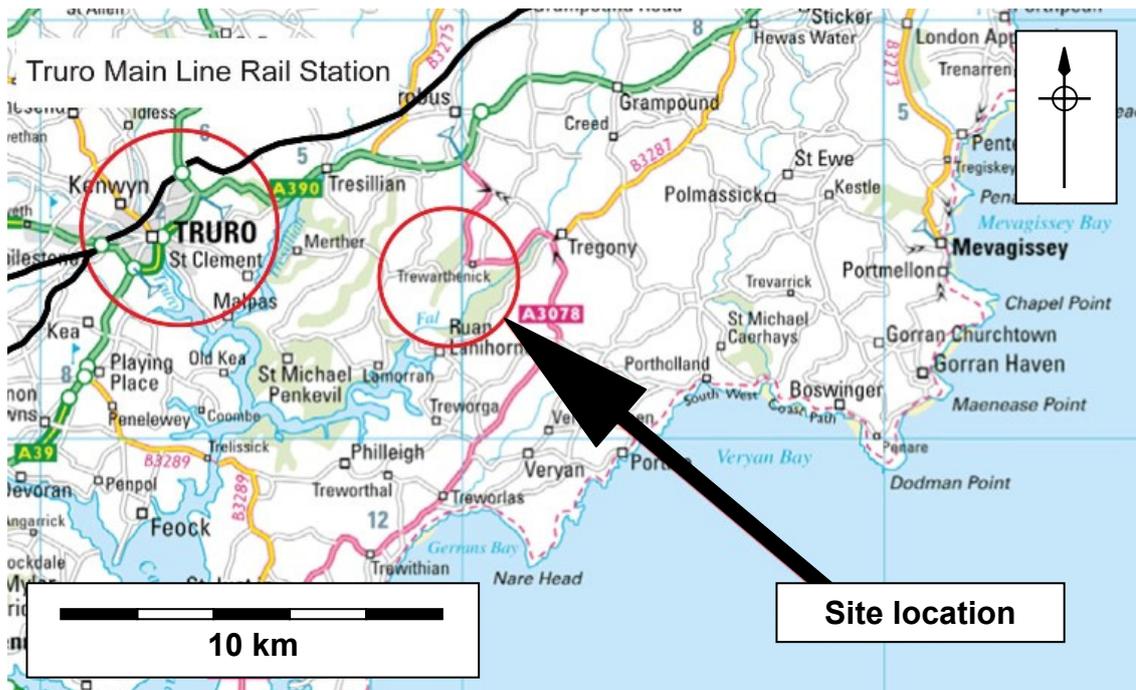
The Trewarthenick Estate (Grade II Listed Building LBS 62915, English Heritage (EH) Registered Parks and Gardens, designated Area of Outstanding Natural Beauty (AONB)) has been the subject of a detailed archaeological and ecological assessment (Colvin and Moggridge 2006a and b, Parkes 2008), in advance of proposed development work. These assessments have highlighted the national importance of the house and parkland within the wider historic landscape from the prehistoric period; possible settlements from the Iron Age to Early-Medieval period; a Medieval manor, through to the works of Repton (1790s) and Harrison (1831) and its subsequent stagnation and decline.

Archaeological Consultancy Limited (AC) have been commissioned by Lis Barrett of Iain MacDonald Limited (IM) on behalf of Trewarthenick Farms Ltd, to provide a Written Scheme of Investigation and an estimate for Historic Building Recording work, to fulfil planning requirements (LB34/1312/08/R conditions 2, 3, 4, 8, 9, 12, 15, 16, 18, 19; and PA34/1311/08/R conditions 13, 14, 15 and in line with statement 18) as part of a wider mitigation strategy in advance of development work at Trewarthenick (NGR SW 9030744260).

## 2. Site location

### 2.1 Location

Trewarthenick House is located at OS Grid Reference SW 90304 44261, approximately 2km southwest of Tregony, in the civil parish of Tregony, 8km east of Truro, in the district of Carrick (Figure 1, below).



**Figure 1: Site Location**

### 2.2 Topography

Trewarthenick House stands at the head of an inland promontory, which runs southwest towards the mud flats on the tidal estuary of the River Fal. This promontory, defined by the great vale of the Fal on the south and the deeply cut valley of the Mellangoose tributary stream on its west, forms an important feature of the local topography and historic landscape (Parkes 2008, 12).

Woodland along the Western and Northern boundaries encloses mainly open parkland with scattered mature trees (Markham, 2008b, 1), the legacy of a succession of predominantly romantic landscape planting schemes.

## 2.3 Geology

Poorly laminated Palaeozoic sedimentary, slaty-mudstone and siltstone, form the structure of the promontory, which has been exploited on the estate on a number of occasions. Well-drained, brown stony and fine loamy soils of the Denbigh 1 and 2 series overlie the bedrock (Colvin and Moggridge, 2006a; Parkes, 2008, 12 and 62).

## 3. Project background

### 3.1 Development background

Grade II listing in 1985 (LBS 62915) highlighted the survival of very considerable historic fabric despite its conversion for use as a care home. Following its reversion to private ownership in 2005, planning applications (including LB34/0345/07/R) for alterations, extensions and change of use of four dwellings to form a single dwelling; to demolish 3 existing dwellings and to restore the historic parkland was accepted on the 26<sup>th</sup> of April 2007 subject to various conditions.

Three briefs, written by the Historic Environment Planning Advice Officer (HEPAO) (Markham 2007a and b and 2008 a) set out the minimum requirements for historic building recording, archaeological recording and archaeological assessment respectively, at Trewarthenick, required by conditions 16 and 17 of planning application LB34/0345/07/R.

Following the completion of the Conservation Plan (Colvin and Moggridge 2006a and b) and Archaeological Assessment (Parkes, 2008), the current planning application PA34/1311/08/R and LB34/1312/08R, effectively amended the original application to allow for a slightly more modest scheme of works in the main house, including smaller wings and less extensive new build to the rear of the main house. In the main house, considerable parts the surviving interiors, including: all floors and panelling; most of the plasterwork and ceilings; many windows, doors, fireplaces and internal walls and some external wall fabric, are to be removed, replaced or remodelled by the current accepted planning proposal.

Application (PA34/1311/08/R) was approved on the 5<sup>th</sup> of September 2007, subject to similar conditions, relevant conditions include:

*13. Prior to the installation of any doors or windows into the new garage block building as shown on drawing numbers 2564/226P, 2564/227P, 2564/234P, 2564/236P and 2564/223P. Joinery details of said doors and windows to include design, materials and finish shall be submitted to the Local Planning Authority for their approval in writing. The works shall be completed in accordance with the approved details.*

*Reason: To safeguard the appearance of the Listed Building in accordance with the aims and intentions of Cornwall Structure Plan (2004) Saved Policy 1 and Carrick District Wide Local Plan (1998) Saved Policy 4D.*

*14. No development shall take place on the site until the applicant has secured the implementation of a programme of archaeological recording work in accordance with a written scheme of investigation, submitted by the applicant and agreed in writing by the Local Planning Authority.*

*Reason: To enable proper archaeological investigation of the site in accordance with Planning Policy Guidance 16, and Saved Policy 4T of the Carrick District Wide Local Plan (1998).*

*15. The representative of the Cornwall Archaeological Unit shall be afforded access and cooperation in the carrying out of a watching brief during the initial phases of the development to record any features of archaeological significance which are thereby revealed.*

*Reason: To ensure proper archaeological investigation and recording of any features exposed during the course of the works on site in accordance with PPG16, and Saved Policy 4T of the Carrick District Wide Local Plan (1998).*

Information point:

*18. INFORMATION ONLY (This is NOT a planning condition)*

*The applicant should recycle where possible all materials generated by the works or these should be disposed of in an environmentally sound manner.*

Listed building application (LB34/1312/08R) was approved, subject to a number of conditions, relevant conditions include:

*2. No new doors, windows, lantern lights, domed rooflights and staircases shall be installed into the development hereby permitted until full details of the new doors, windows, lantern lights, domed rooflights and staircases, to include materials, colour and finish of said joinery have first been submitted to and approved in writing by the Local Planning Authority. All new joinery shall then be installed and thereafter retained in accordance with the approved details.*

*Reason: To safeguard the appearance of this Listed Building in accordance with the aims and intentions of Cornwall Structure Plan (2004) Saved Policies 1 and 2 and Carrick District Wide Local Plan (1998) Saved Policy 4D.*

3. No works shall commence on the removal of existing roof structures until full details to include a schedule of the roof structures removed, method statements for the removal of said roof structures and the proposed construction of the replacement roof structures has been submitted to the Local Planning Authority for their approval in writing. All roof structures that are required to be removed shall be removed and replaced in accordance with the approved details.

*Reason: To safeguard the special architecture and historic features within this listed building and to ensure that the new development is completed to an acceptable standard in accordance with the aims and intentions of Cornwall Structure Plan (2004) Saved Policies 1 and 2 and Carrick District Wide Local Plan (1998) Saved Policy 4D.*

4. No works shall commence on the removal/replacement of any roof coverings until a schedule of the roof coverings that are to be removed/replaced has been submitted to the Local Planning Authority for their approval in writing;

*The roofs of said buildings shall not be covered except:-*

- (i) With an acceptable natural slate of a suitable colour, and texture*
- (ii) and not until full details of the size(s) of the slates, method of laying and means of fixing have been submitted to and subsequently agreed in writing by the Local Planning Authority and*
- (iii) not until samples of such slates and ridge tiles have been submitted to the Local Planning Authority and their use agreed in writing.*

*Reason: To accord with the traditional colour, texture, profile and laying of slate roofs in this district and to safeguard the appearance and character of this listed building in accordance with the aims and intentions of the Cornwall Structure Plan (2004) Policy 4D.*

8. Notwithstanding the details shown on the approved drawings, no work shall be carried out in respect of any of the existing windows until a schedule detailing those windows that are to be retained, the works that are required to the retained windows, and windows that are to be replaced has been submitted to the Local Planning Authority and subsequently approved by them in writing. All works to said windows shall thereafter be carried out in accordance with the approved details.

*Reason: To ensure that the original architectural interest of the building is adequately protected in accordance with Cornwall Structure Plan (2004) Saved Policy 2 and Carrick District Wide Local Plan (1998) Saved Policy 4D.*

9. Notwithstanding the submitted drawings, no work shall be carried out on doors, linings or openings of any of the doors numbered 1 to 8 and scheduled on the drawings as shown on approved drawing 2564 202 P shall be retained until a schedule detailing any works to these doors has been submitted to the Local Planning Authority and subsequently approved by them in writing. All works to any existing doors shall then be carried out and thereafter retained in accordance with the approved details.

*Reason: To ensure that the original architectural interest of the building is adequately protected in accordance with Cornwall Structure Plan (2004) Saved Policy 2 and Carrick District Wide Local Plan (1998) Saved Policy 4D.*

*12. All new areas of stonework shall match the existing as to type, size and colour and shall be laid in course(s) on its natural bed, in a lime/sand mortar of which the mix is to specified and submitted to the Local Planning Authority and a sample panel made available on site for their inspection and approval in writing. All areas of new stonework shall then be completed in accordance with the approved details.*

*Reason: To accord with existing materials and detailing and thereby safeguard the character and appearance of the Listed building(s) in accordance with the aims and intentions of Cornwall Structure Plan (2004) Saved Policy 2 and Carrick District Wide Local Plan (1998) Saved Policy 4D.*

*15. No development shall take place on the site until the applicant has secured the implementation of a programme of archaeological recording work in accordance with a written scheme of investigation, submitted by the applicant and agreed in writing by the Local Planning Authority.*

*Reason: To enable proper archaeological investigation of the site in accordance with Planning Policy Guidance 16.*

*16. The representative of the Cornwall Archaeological Unit shall be afforded access and cooperation in the carrying out of watching brief during the initial phases of the development to record any features of archaeological significance which are thereby revealed.*

*Reason: To ensure proper archaeological investigation and the recording of any features exposed during the course of the works on the site in accordance with PPG 16.*

*18. No new skirting boards, architraves, cornices, panelling, mouldings shall be installed into the development hereby permitted until full details, to include materials, sections, colour and finish of said features have first been submitted to and approved in writing by the Local Planning Authority. All new skirting boards, architraves, cornices, panelling, mouldings shall then be installed and thereafter retained in accordance with the approved details.*

*Reason: To safeguard the appearance of this Listed Building in accordance with the aims and intentions of Cornwall Structure Plan (2004) Saved Policy 2 and Carrick District Wide Local Plan (1998) Saved Policy 4D.*

*19. Prior to any of the existing fire places being removed a schedule of the fire places to include photographs of each of the fire places shall be submitted to the Local Planning Authority. Any fire places that are identified as being worthy of retention shall be retained either in situ or stored on site for reuse elsewhere in accordance with details to include a method for removal, storage and installation that shall first be submitted to and approved in writing by the Local Planning Authority.*

*Reason: To safeguard the appearance of this Listed Building in accordance with the aims and intentions of the Cornwall Structure Plan (2004) Saved Policy 2 and the Carrick District Wide Local Plan (1998) Saved Policy 4D.*

Two further briefs, written by the Historic Environment Planning Advice Officer (HEPAO) (Markham 2008b and c) set out the minimum requirements for historic building recording and archaeological recording respectively, at Trewarthenick, required by the above conditions of the associated planning consents (PA34/1311/08/R and LB34/1312/08R).

AC have been commissioned by Lis Barrett of IM on behalf of Trewarthenick Farms Ltd, to provide a Written Scheme of Investigation and an estimate for Historic Building Recording work, to fulfil associated planning requirements as part of a wider mitigation strategy, in advance of development work at Trewarthenick (NGR SW 9030744260).

### **3.2 Project extent**

This Written Scheme of Investigation (WSI) is designed to cover the historic building recording work, in advance of development as set out in the current Brief for Historic Building Recording (Markham 2008b). It does not cover archaeological watching brief, evaluation trenching or any subsurface recording in these buildings or any archaeological work outside of these buildings which will be the subject of a second WSI, designed specifically to cover the Archaeological Recording as set out in the current Brief for Archaeological Recording (Markham 2008c).

The structures will be recorded as they are, including only that which is visible at the time of recording. Further historic fabric is likely to be exposed behind modern plasterboard, cladding, floors and ceilings during the course of development work. All details revealed by associated development work can be appropriately dealt with during the watching brief phase of works and is specifically not included in this estimate.

No development work should, therefore take place on the property until:

- Both WSIs have been agreed by HEPAO, Client and Archaeological Contractor

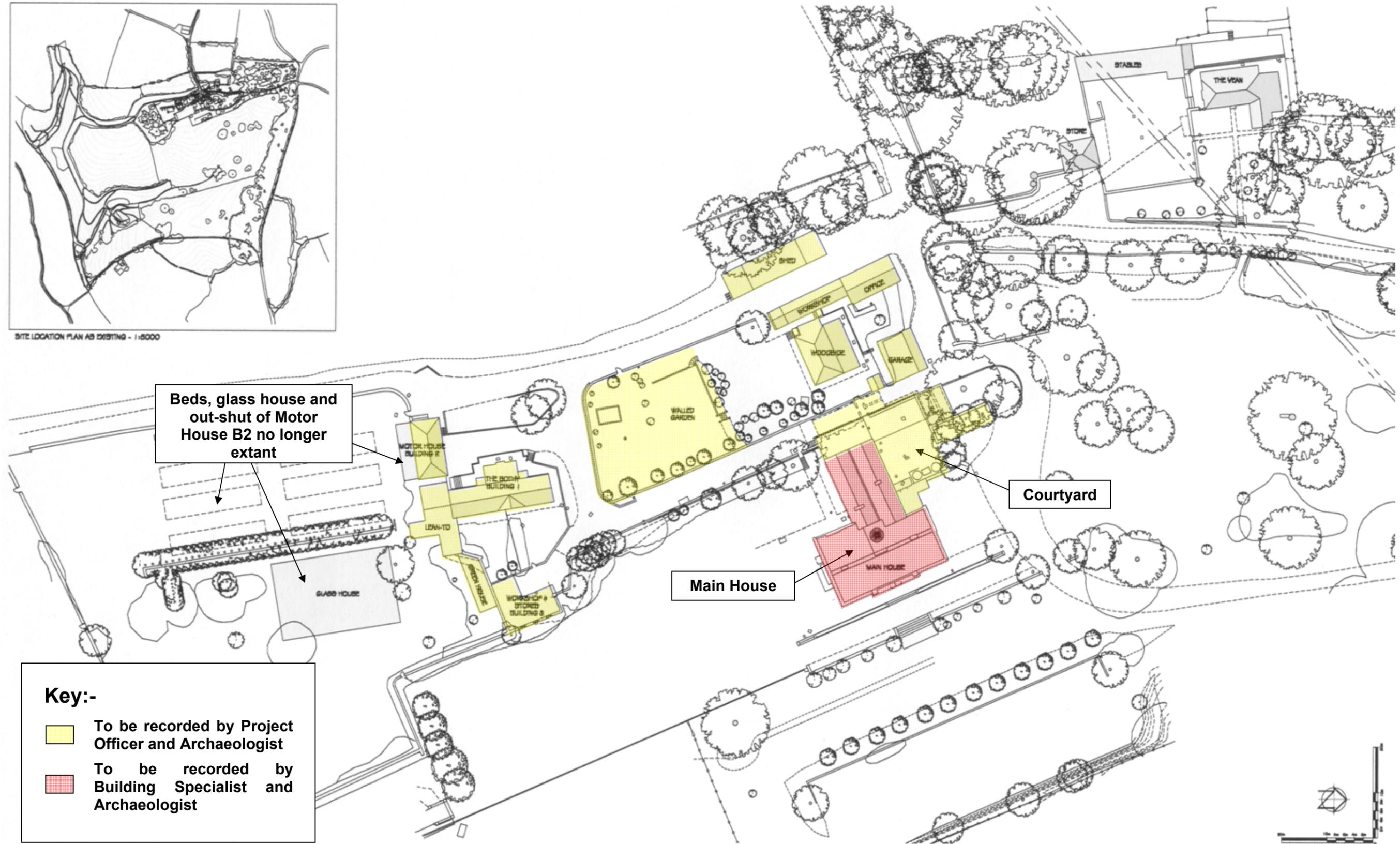
- All necessary pre-development recording and evaluation has been completed and
- Suitable archaeological monitoring is in place.

Historic Building Recording will be undertaken for buildings impacted by the current proposals (Figure 2), including:

- Main House
- Courtyard
- Garage
- Woodside
- Workshop
- Office
- Shed
- Walled Garden
- Motor House Building II
- The Bothy Building I
- Lean-to
- Green House and
- Workshop 4 Stores Building 3



SITE LOCATION PLAN AS EXISTING - 1:5000



Beds, glass house and out-shut of Motor House B2 no longer extant

Courtyard

Main House

**Key:-**

- To be recorded by Project Officer and Archaeologist
- To be recorded by Building Specialist and Archaeologist

Figure 2 Project extent

### 3.3 Previous archaeological and historical work

The proposed scheme has been the subject of a detailed environmental and archaeological assessment (Colvin and Moggridge 2006a and b, Parkes 2008).

The archaeological assessment highlights the convincing results of previous archaeological recording and excavation of one of the barrows by Henderson in 1918. The Conservation Plan (Colvin and Moggridge 2006a and b) and Archaeological Assessment (Parkes, 2008), draw heavily on a relatively rich array of historical sources for the period and coupled with an observant walk-over survey, provide an astute and thorough assessment of the landscape and an informative level of detail about post-Medieval developments in particular. They have compiled comprehensively from many key sources such as Repton's *Red book* of 1793, Sarah Gregor's *Memoirs* (c1860) and North's *The Gregors of Trewarthenick*. Both documents present landscape appraisals of the Park and House, with general references to the historic house presented, without internal inspection.

## 4. Project aims and objectives

The principal aims of the historic building recording will be:

- To develop a better understanding of the relative importance of the buildings on a local, regional and national level
- To develop a better understanding of the origins of the buildings including any incorporated Medieval fabric
- To develop a better understanding of the development of the buildings in relation to the historic sources.
- To provide an accurate and informative record of the buildings and their historic fabric in advance of development
- To inform the development programme of measures to maximise the survival of historic building fabric, to maximise the authenticity of the

build and minimise unnecessary replication costs, through the adoption of a more minimalist approach.

- To minimise the adverse affects of the development on the historic buildings
- To foster public awareness and appreciation of our architectural heritage

In order to achieve these aims, the following elements will be considered:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- External elevations
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

## 5. Method statement

### 5.1 General methodology

AC comply with the guidelines set out in *The Management of Archaeological Projects* (English Heritage 1991), and *Institute of Field Archaeologists (IFA) Standard and Guidance: Building Investigation and Recording* (IFA, 1999). Staff will follow the *IFA Code of Conduct* and *Code of Approved Practice for the Regulation of Contractual Arrangements in Archaeology*.

All recording work will be undertaken in line with the brief (Appendix 2), according to IFA standards with due regard for the historic importance of the buildings and the recommendations of the previous assessments (Colvin and Moggridge 2006a and b; Parkes, 2008).

The historic building recoding strategy and detailed methodology follow and are informed by on-going consultation with the clients agents, the Conservation

Officer and the HEPAO as well as a site meeting with the agent, property manager and key project staff on the 10-9-08. The site meeting included inspection of all the buildings specified in this WSI as well as the interior of the main house which was found to have retained much of its historic fabric, principally of the 18<sup>th</sup> and 19<sup>th</sup> century.

The project will be carried out in 4 main stages:

**Stage 1.** Project planning

**Stage 2.** Fieldwork

**Stage 3.** Archive and Report

**Stage 4.** Dissemination of Results

The methodologies for each of the stages are given below.

## **5.2 Stage 1: Project planning**

This WSI sets out the key parts of the planned recording strategy

## **5.3 Stage 2: Fieldwork**

All recording techniques are in line with AC policies [www.archaeologicalconsultancy.com](http://www.archaeologicalconsultancy.com) developing appropriate standards of recording excellence in line with best practice and IFA guidance, as articulated in the Museum of London Archaeological Field Manual (MOLAS 1994).

Prior to the commencement of on-site works AC staff will familiarise themselves with the site by examining the information presented in the conservation plan and archaeological assessment (Colvin and Moggridge 2006a and b; Parkes, 2008) and further information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth as required.

Fieldwork centres on three key methods for historic building recording:

- Photographic survey
- Architectural annotation of existing plans and elevation photographs
- Selective measured survey

In general the buildings specialist (Eric Berry) will be responsible for recording and analysis work within the main house assisted by one or more archaeologists as required. The recording of the remaining buildings will be primarily directed by the Project Officer (Helen Thomas BA), assisted by one or more archaeologists as required, with strategic guidance from the Project Manager (Matt Mossop MA MGSDip MIAI). The full report will be edited by both the buildings specialist and Project Manager.

### **5.3.1 Photographic survey**

The photographic survey shall be a comprehensive record to archive standard of the existing buildings and structures, both externally and internally. The photographs will be taken on black and white 35mm fine grain film producing archive quality contact prints, negatives and digital images on disc to be included in the archive. Colour photography may be utilised for general shots and where it is appropriate for detail shots producing quality contact prints, negatives and digital images on disc to be included in the archive. For both general and specific photographs, a photographic scale shall be included where this is practical. Additional shots may be taken without scale, where it is considered appropriate to illustrate the report and for possible presentation purposes.

All photos will be taken on a tripod or with suitable support, using a self-timer or remote shutter release to avoid camera shake where necessary. All photographs will be taken with lenses of appropriate focal length. Difficulties of back-lighting will be dealt with where necessary by balancing the lighting by the use of flash and additional portable, adjustable electric lighting.

The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot. The site plan will be tied into the National Grid and include the location of photographs, where necessary.

All exterior plant growth on the main house will be removed carefully by hand by the client or their agents, in advance of photographic survey. Similar plant

growth will be removed on remaining buildings where possible, then recorded by photographic survey in advance of development.

The photographic record will comprise:

- General views
- Complete interior and exterior monochrome, scaled photographic elevations of all specified buildings
- Representative scaled photographic details of historic fabric to be removed or covered by the proposed development, including principally: windows, doors, plasterwork, panelling, occasional surviving fireplaces and other details as appropriate
- Examples of structural detail.

### **5.3.2 Architectural annotation of existing plans and elevation photography**

Detailed, scaled architectural floor plans and principal external elevations have been provided for all buildings within the scope of this WSI. All external elevations have been provided for the main house, together with structural sections through the building to illustrate its construction and levels. All the above are linked to National Grid and Ordnance Datum (OD).

Standard measurements of external walls and key features defining the main house will be made to assess the accuracy of the provided drawings and referenced accordingly. These drawings will be reproduced at 1:50, 1:100 or other appropriate scale to provide base maps for annotations of all observed architectural and archaeological detail.

Where it is necessary AC internal elevation photographs (see photographic survey above) will be printed at suitable scale and annotated with features that cannot be adequately be described on plan, or on existing external elevations.

### **5.3.3 Selective measured survey**

The recording work will primarily consist of photographic survey and annotated plans/elevations as detailed above, but where more detail is likely to assist the reproduction of details or add significant historical detail, further work may include:

- Representative measured profiles, elevations and detailed plans of historic windows, doors, plasterwork, panelling and fireplaces. These features are considered to be integral and extremely important parts of the historic fabric of the house.
- Selective measured survey for additional appropriate features.

These details are not intended to be exhaustive as a measured record. **The preservation of 0.3m lengths of plaster work, all panelling and sample windows and doors may be considered, to facilitate the reconstruction of the above features.** Of these, the windows and doors should serve as templates only for reproductions and not be retained in perpetuity whilst the plaster, panelling and lantern may be transferred to an appropriate public repository for display or reference. **If these details are to be retained they should be stored in a stable environment until a suitable public repository may be found which can accommodate them.**

## 5.4 Stage 3: Archive and Report

### 5.4.1 Site archive

An ordered and integrated site archive will be prepared for long term storage in accordance with *The Management of Archaeological Projects* (English Heritage 1992) and *Conditions of Acceptance of Archaeological Archives* (RCM 2006) upon completion of the project. This will include indexing, ordering, quantification and checking for consistency of all original records, including:

- Archiving of black and white negatives, contact sheet and CD. The photographic register will include feature number, location and direction of shot as a minimum.
- Archiving of colour negatives, contact sheet and CD. The photographic register will include feature number, location and direction of shot as a minimum.
- Preparation of finished drawings on A2/A3 other sizes as appropriate.
- The drawn and written stratigraphic/structural record will be cross-referenced and analysed to provide a synthesis of the results of the work.

The site archive will also include:

- All correspondence relating to the project,
- The WSI,
- A single paper copy of the report, stored in an archive standard (acid-free) documentation box

**Part of the archive may be retained on site by the client. This may include stable, post-medieval finds which may be displayed within the house. With the client's permission, the remaining archive including a copy of the written report will be placed in a suitable form in an appropriate museum or registered repository, within two months of the completion of the final publication and confirmed in writing with the HEPAO. The client's consent for this is hereby considered given in full.**

#### **5.4.2 Archive report content**

An archive report will be prepared to describe the results of the historic building recording with data presented in tabular, graphic or appendix form as appropriate. All archive reports will include a digital version supplied on CD-ROM. Provision has been made to undertake a limited period of historical research at this stage to investigate questions raised by the results of the fieldwork.

The final report will contain:

- A concise non-technical summary of the project results.
- Project background
- A brief history of the site.
- The aims and methods adopted in the course of the investigation.
- Results
- Discussion
- References
- Project archive index
- A location map, tied into the National Grid

- Selective photographs and illustrations derived from the primary record will be produced and annotated in Turbocad, Word 2007, Photoshop or other appropriate formats.
- A copy of the brief and approved WSI as an appendix.

The copyright of the reports will be retained by Archaeological Consultancy Limited.

## 5.5 Stage 4: Dissemination of Results

AC Ltd is dedicated to the appropriate development of the archaeological resource and its wider understanding at a local, national and, where appropriate, international level. To this end, we aim to disseminate the results of our work as widely as possible, generally promoting our clients involvement in archaeology in the public arena. **In this instance it is understood that anonymity is central. For this reason, AC will ensure that all sensitive non-archaeological, non-historical and non-architectural information arising from the project shall be held in strict confidence to the extent permitted under the 2005 Freedom of Information Act. Further, the client and their agent's will not be named in any published report, where this does not contravene the Act.**

**However, the Act permits information to be released under a public right of access (a "Request"). If such a Request is received AC may need to disclose any information it holds, unless it is excluded from disclosure under the Act.**

**The client's consent for this and all further publication of the archaeological, historical and architectural results as appropriate is hereby considered to have been given in full.**

### 5.5.1 Archive reports

The archive report shall be submitted to the HEPAO within six months of the completion of the fieldwork except where specialist reports are required or the level of appropriate work makes this unrealistic. In this instance the HEPAO will be notified and an interim report will be provided within the same timeframe. Additional copies of the report will be submitted to: the client; the County HER;

Cornwall Record Office; The Courtenay Library of the Royal Institution of Cornwall; National Monuments Record (NMR) in Swindon; the six copyright libraries; and all significant contributors where (with the exception of the client's and contributors' copies) they will be available for public consultation.

### **5.5.2 Web-based publications**

AC support the OASIS project and the online record will be completed when the report is submitted.

Copies of all AC reports will also be made available on our website, publications section, often together with more pictorial summaries aimed at the public in the projects section. Similar summaries can normally be made available for use on client web-sites to promote their involvement.

### **5.5.3 Popular publications**

Whilst web-based presentations are often an appropriate way of targeting the interested public, press releases have also proved to be highly effective with a large, targeted readership.

Popular publications, including jargon-free descriptive information and readily understandable graphics such as historic photographs and cutaway/reconstruction drawings can also take the form of booklets, or display panels or display cases for more localised impact.

(see [www.archaeologicalconsultancy.com/publications](http://www.archaeologicalconsultancy.com/publications) ).

### **5.5.4 Academic publications**

Results of the study may merit wider academic publication. This may include Cornish Archaeology or other appropriate local or national journals.

### **5.5.5 Presentations and papers**

We recognise the value people attach to their historic environment and aim to offer a comprehensive presentation and lecture service to publicise projects, to raise a sites profile and to help deliver the social value of archaeological sponsorship. In the last year this has been achieved through informal talks, seminars and formal lectures.

**Consultation will be required between the client, AC and the HEPAO once the archive report has been completed to agree a suitable level of further publication for which the client will be financially liable, though it is envisaged that this will be undertaken following completion of the archaeological recording work.**

## **6. Project management and structure**

### **6.1 Structure**

#### **6.1.1 Archaeological Consultancy Ltd.**

Archaeological Consultancy Limited (AC Ltd), established in 2006, provides a comprehensive and competitive archaeological service for a wide range of clients in the UK and Ireland.

In our first two years we have worked with clients such as the National Roads Authority, Meath County Council, Northern Ireland Roads Service, Amey Lagan, Cornwall County Council, University College Dublin and Sligo Institute of Technology on an exciting range of archaeological projects in Ireland, Northern Ireland and in England along two major road developments (M3 and A4/5) as well as a number of smaller projects. These have encompassed a wide range of both research and development led projects including: a Mesolithic wetland site of international importance, a probable Late Neolithic/Bronze Age Roundhouse, numerous Prehistoric burnt mound sites, an Early-Medieval ring-fort, Medieval/Post-Medieval Mill and associated Manor buildings, 18<sup>th</sup>/19<sup>th</sup> century estate buildings as well as 19<sup>th</sup> century industrial buildings.

We are confident that we can draw on our knowledge and expertise to complete a thorough and accurate historic building record of the buildings within the project area, based on sound knowledge, integrity of information, technical proficiency and best practice.

#### **6.1.2 Project structure**

AC operates a project management system. Many aspects of standard recording may be carried out by one or more experienced archaeologists, under the direction of a Project Officer who is responsible for the successful

completion of the project. The project will be directed and co-ordinated by a dedicated Project Officer. The Project Officer will assume responsibility for all aspects of the project including:

- Logistics
- Standards
- Health and safety
- Liaison with the client and curators

The Project Officer will have a relevant degree or equivalent as well as considerable experience in project supervision, archaeological excavation, and post-excavation analysis.

The Project Officer's performance is monitored by a Project Manager, who will:

- Add strategic advice
- Discuss and agree the detailed objectives and programme of each stage of the project with the field officers, including arrangements for health and safety.
- Monitor progress and results for each stage.
- Edit the project report.

The Company Director has the responsibility for all work and ensures the maintenance of quality standards within the organisation.

### **6.1.3 Monitoring and signing-off condition**

Monitoring of the project will be carried out by the HEPAO, who will be informed of the progress of the project. Any variations to the WSI will be agreed with the HEPAO in writing prior to being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork
- Completion of archive report

- Deposition of the archive

## 6.2 Resources

### 6.2.1 Staff

AC employs professional field archaeologists with the appropriate skills and expertise to undertake work to the highest professional standards.

The project will be carried out by AC Ltd field staff and our dedicated historic building consultant Eric Berry with any further specialists as required who will be managed by a dedicated AC Ltd Project Manager.

Key personnel within the proposed team are:

#### **Matt Mossop MA MGSDip MIAI Project Manager**

Matt qualified in 1998 (MA(Dual Hons)STA) in Archaeology and Ancient History from St Andrews University and went on to complete his Museum and Gallery Studies post-graduate diploma the following year also at St Andrews. With archaeological excavation experience in England, France and Ireland from 1992 onwards, he gained his professional archaeological licence in Ireland in 2002 (unrestricted). He went on to direct DIT, Co Louth 2002-2003 as well as smaller projects all over Ireland. Matt has also built up considerable experience in Cornwall as a project officer for Cornwall's Historic Environment Service and has been responsible for numerous archaeological projects, including project design, watching briefs, historic building surveys, archaeological evaluation, assessments and excavations. These projects involved both development-led and research based programmes spanning from the Mesolithic to the modern day.

Key standing building surveys have included:

Whitehouse (country house, gardens, service buildings, walled gardens, glasshouses and park), St Michael's Mount, Trethurffe Manor, Slaughterbridge (18<sup>th</sup>/19<sup>th</sup> century landscape garden features), Pendennis Castle, Pengersick Castle (Medieval courtyard, farm, outbuildings, stable, cart-shed, early post-medieval window glass and gardens), as well as major standing building

surveys at City Wharf, Poltisco Wharf, Lemon St Market, Anchor Warehouse. and College Hill Mill.

Since forming Archaeological Consultancy Ltd in April 2006, Matt has been responsible for the development and management of a variety of projects in Ireland, Northern Ireland and England. This has frequently involved international archaeological programmes associated with development led projects such as the M3 (Meath County Council and National Roads Authority) in Ireland and A4/5 (Amey Lagan and Roads Service) Northern Ireland. The strength and diversity of public opinion demonstrated on such large developments has fostered a sensitive approach to publication and ever more potent requirement for the fullest dissemination of results at a popular level in the public sector.

In line with our outreach policy (see Section 6.1.1) Matt has been working hard to develop outreach opportunities and publications both at an academic and popular level to raise the profile of a number of key sites. This has involved a number of public presentations, including open days, informal talks, seminars and lectures at local, national and international level. Recent lectures have been presented at: The Sixth World Archaeological Congress, Dublin; The Royal Society of Antiquaries of Ireland and the Discovery Programme's Lake Settlement Project. Matt is a full member of the Institute of Archaeologists of Ireland and is in the process of an application for full IFA membership.

### **Eric Berry Historic Building Consultant**

Eric studied Fine Art including architecture, photography and architectural survey at Bath Academy of Art, Corsham (1962-65), going on to complete building surveys and analysis for many of the major architectural conservation organisations in the south-west including, English Heritage, The National Trust and from 1984-88 he undertook the resurvey of Listed Buildings in Devon and Cornwall as part of a team of fieldworkers.

In 1995 he became Conservation Officer for Carrick District Council in which capacity he visited Trewarthenick House the subject of the present study and is well-qualified to undertake the outlined analysis. More recently he has worked

in conjunction with HES, to complete analysis and photographic surveys of many of Cornwall's finest buildings, including St Michael's Mount, Cotehele, Trerice, Launceston, Restormel and Pendennis Castles and many more.

Eric lectures for the University of Plymouth, School of Architecture, the University of Exeter Extra Mural Department, SPAB and the National Trust.

A more complete CV is provided below (Appendix 2)

### **Helen Thomas BA, Project Officer**

Helen graduated from the University of Exeter in 2002 with a 2:1 BA in Archaeology. She has excavation experience spanning the last eight years and has worked as a commercial archaeologist since 2004, including work for HES. She has gained valuable experience both in the UK and Ireland, working on a number of high profile excavations ranging from the Mesolithic to the present day. Supervising a number of rescue and research excavations, she has gained extensive knowledge of excavation, and recording strategy both in the field and in post-excavation. Recently she has supervised a number of sites on the A4/5 road scheme, including 19<sup>th</sup> century estate buildings associated with Aghnahoe House and is currently leading the post-excavation analysis in advance of publication for a number of sites. She has a longstanding interest in historic buildings and landscape.

### **Michael Blake, Project Archaeologist**

Michael studied at Truro College for his Foundation Degree in Archaeology (2004-2006) and has excavation experience spanning the last five years, including work with HES and commercial archaeological experience from 2004. Since then, he has gained valuable experience in England, Ireland, Northern Ireland and Wales, working on a number of high profile excavations ranging from the Mesolithic to the present day, as Archaeological Assistant, Finds Supervisor and latterly as Project Officer (The Old Mill, Trethurffe Manor-Standing Building Recording). He has also gained much from working in The Royal Cornwall Museum as Assistant to The Liaison Officer, Portable Antiquities Scheme and is currently completing post-excavation analysis and report writing in advance of publication for a number of sites.

Whilst we endeavour to avoid changes to senior project staff, AC reserve the right, because of its developing work programme, to change the nominated personnel if necessary. This will be in consultation with the client and the HEPAO.

### **6.2.2 Project facilities and infrastructure**

The project will be based at the AC office in Halvasso, Penryn. AC has a computer network running Windows XP Professional and Vista. Report texts are generated in Word 2007. All site plans and elevations will be tied to the National Grid using Ordnance Survey base maps and Ordnance Datum points provided by the client. The members of the project team each have LG or ASUS PCs of adequate specification. The office also has photocopying, scanning and printing facilities.

### **6.2.3 Equipment and materials**

- Compact discs to store and transfer drawings and digital photographs.
- Archive documentation cases for storage of the project's paper archive. Supplied by Conservation Resources UK 2 x acid-free document cases for paperwork 12103 (311mm x 260mm x 76mm) Micro Chamber® active quality.

## **6.3 Timetable**

The timetable for site work assumes no major delays to the work programme caused by repeated plant break-down, vandalism, major periods of adverse weather conditions, or the chance discovery of human remains subject to licensing requirements.

The fieldwork is anticipated to commence as soon as we have approval from the HEPAO, in advance of all development works. AC have allocated field staff for the full work programme. The fieldwork is likely to take approximately 3 weeks to complete, though it is hoped that if suitable approved monitoring is in place, the client will be able to start some development works concurrently.

An interim or final archive report will be completed within 6 months of the end of the fieldwork as detailed above. The deposition of the archive will be completed

within 2 months of the completion of any final publication, or within 2 months of the production of a final archive report if no further publication is appropriate.

A full breakdown of timings/staff allocation is provided in the estimate (Appendix 3).

### Required Time and Staff Allocation

	DAYS	STAFF ALLOCATION
Pre-fieldwork preparation	3	PM, HBC, PO
Historic building recording-main house	3	PM,HBC,A
Historic building details recording-main house	5	PM,HBC,A
Historic building recording-outbuildings	3	PM,PO, A
<b>Total fieldwork</b>	<b>14</b>	<b>All</b>
Report Preparation & Archive	18	PM, HBC, PO,A
<b>Total</b>	<b>32</b>	<b>All</b>

## 6.4 Project Costs

A full breakdown of estimated costs is included as Appendix 3. All anticipated specialist involvement is included. A single publication drawing together all the archaeological, architectural and historical material is likely to be appropriate. This will be considered after completion of all phases of fieldwork (historic building recording and archaeological recording).

Payment periods will be based on the programme of works as it relates to the completion of archaeological work for major stages of the project. The completion of archaeological work will be agreed in writing between the client and AC and will be subject to confirmation by the HEPAO.

## 7. Terms and Conditions

### 7.1 Obligations

The Client agrees to provide all OS mapping appropriate for location maps and detailed plans in suitable Jpegs/ Cad files suitable for illustration purposes, together with all necessary copyright permissions or licences required to publish them.

The Client agrees to provide all existing mapping associated with the relevant planning application. Including paper maps and detailed plans in suitable Jpegs/ Cad files suitable for illustration purposes, together with all necessary copyright permissions or licences required to publish them.

AC employ a 7.5-hour day in a 5-day week, although their agents may work outside these hours. Under exceptional circumstances a 6-day week may be possible.

A Site Diary will be maintained for the benefit of the client, detailing the nature of the work undertaken daily, with full details of site staff present, time on site, contact with third parties, etc.

The client will preserve 0.3m lengths of plaster work, panelling and sample windows and doors, as mitigation for the removed historic fabric and to facilitate the reconstruction of the above features where this is required.

If anything is found that could be Treasure under the Treasure Act 1996, it is a legal requirement to report it to the local coroner within 14 days of discovery. It will also be reported to the Portable Antiquities Scheme Finds Liaison Officer.

The client agrees to transfer ownership of the archive to a suitable museum or registered repository, within two months of the completion of the final publication.

The client agrees to provide a stable environment in which to store the samples (detailed above); panelling and lantern on site until a suitable public repository/building may be found which can display them if required.

Consultation will be required between the client, AC and the HEPAO once the archive report has been completed to agree a suitable level of further publication, for which the client will be financially liable. It is envisaged that this will be undertaken following completion of the archaeological recording work.

AC will ensure that all sensitive non-archaeological, non-historical and non-architectural information arising from the project shall be held in strict confidence to the extent permitted under the 2005 Freedom of Information Act. However, the Act permits information to be released under a public right of access (a "Request"). If such a Request is received AC may need to disclose any information it holds, unless it is excluded from disclosure under the Act.

### 7.2 Compliance and Variations

AC will not commence work until the WSI has been approved by the HEPAO and a written order or signed agreement is received from the client agreeing to all terms set out in this document.

Any necessary variations to this Written Scheme of Investigation will be agreed with the client and the HEPAO.

AC shall not be held responsible for any delay or failure in meeting agreed deadlines resulting from circumstances beyond their control. These would include without limitation: licensing restrictions, plant failure, unsafe buildings, repeated vandalism, disease restrictions, and adverse weather conditions.

Should any disease restrictions be implemented for the site during the archaeological recording, site work will cease and staff will be redeployed until the restrictions are lifted. AC will not be

liable for any costs related to on-site disease control measures and for any additional costs incurred to complete the site work after the restrictions have been removed.

Until an S25 licence from the Department of Constitutional Affairs or a similar licence has been issued, no human remains will be touched, moved or removed.

The HEPAO will be advised of the date of completion of the fieldwork.

Estimates quoted are valid for a period of six months from the date of issue.

### **7.3 Payment terms**

Invoices will be sent upon completion of each stage. Payment terms, 15 days from invoice date. All payments will be made direct into AC bank account, details will be provided on all invoices. The client will advise AC when full payment has been made for each invoice.

A deposit may be required for projects likely to exceed £10,000 in total value, in advance of any site works.

### **7.4 Health and safety**

The client will arrange welfare facilities on site, access and parking for staff and access to a suitable electric supply for necessary portable lighting.

AC would expect information on any services crossing the site to be provided by the client.

AC will ensure that all work is carried out to standards defined in the Health and Safety at Work Act 1974 and The Management of Health and Safety Regulations 1992, and in accordance with the health and safety manual *Health and Safety in Field Archaeology*.

A risk assessment will be prepared for the site work and will be made available to the client. All staff will be briefed on the contents of the final version and required to read it. PPE will be issued and used as required.

AC Ltd follows the manual *Health and Safety in Field Archaeology* (2002) endorsed by the Standing Conference of Archaeological Unit Managers and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

### **7.5 Insurance**

AC's Insurance Cover is provided by AIG (UK) Ltd:

Employers Liability                      £10,000,000

Public Liability                            £2,000,000

And W.R.Berkley Insurance (Europe), Limited:

Professional Indemnity                  £1,000,000

### **7.6 Copyright**

Copyright of all material gathered as a result of the project will be reserved to the AC. Existing copyrights of external sources will be acknowledged where required. Use of the material will be granted to the client.

The client grants AC full consent to disseminate these results at AC discretion including all further publications of the archaeological, historical and architectural results, in line with AC outreach policy.

## 7.7 Disclaimer

The views and recommendations expressed here are those of AC and they are presented in good faith on the basis of professional judgement and on information currently available.



Mr M.P.Mossop MA MGSDip MIAI  
Director

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## 8. References

### 8.1 Publications

CBA. 1989. Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work*.

Colvin and Moggridge Landscape Consultants, 2006a. *Trewarthenick Estate, Cornwall: Park and Pleasure Ground. Conservation Plan Volume 1*. Unpublished report, Lechlade.

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Institute of Field Archaeologists, 1999, Standard and Guidance: Building Investigation and Recording, IFA, Reading

Institute of Field Archaeologists, 2001, Standards and Guidelines for the Collection, Documentation, Conservation and Research of Archaeological Materials, IFA, Reading

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Markham, P. 2007b. Brief for Archaeological Recording: Trewarthenick House, Tregony. Unpublished report for HEPAS

Markham, P. 2008a. Brief for an Archaeological Assessment: Trewarthenick House, Tregony. Unpublished report for HEPAS

Markham, P. 2008b. Brief for Historic Building Recording: Trewarthenick House, Tregony. Unpublished report for HEPAS

Markham, P. 2008c. Brief for Archaeological Recording: Trewarthenick House, Tregony. Unpublished report for HEPAS

Museum and Galleries Commissions Guidelines

Museum of London Archaeological Service. 1994. *Museum of London Archaeological Site Manual*, London

Parkes, C. 2008. *Trewarthenick Park, Tregony, Cornwall: Archaeological Assessment*. Unpublished report for HES, Truro.

Royal Cornwall Museum, Royal Institution of Cornwall. 2006. *Conditions of Acceptance of Archaeological Archives* An unpublished report, Truro.

Anon, 2002, SCAUM Manual - Health and Safety in Field Archaeology, Society of Antiquaries, London

## 8.2 Websites

<http://lbone.english-heritage.org.uk> Listed Buildings Online

## WSI Appendix 1 Brief for historic building recording

**Address:** Trewarthenick House, Tregony

**Date:** 12<sup>th</sup> August 2008

**Site:** Trewarthenick House and Estate

**Applicant:** Trewarthenick Estate

**Agent:** Iain MacDonald, Iain MacDonald Limited, The Mill House, Mill Lane, Byfleet, Surrey KT14 7RR Tel. 01932 355575 E-mail. iain@iainmacdonald.co.uk

**Historic Environment Planning Advice Officer:** Philip Markham, Cornwall County Council, Historic Environment Service, Kennall Building, Old County Hall, Truro TR1 3AY. Tel. 01872 322546 E-mail. pmarkham@cornwall.gov.uk

**Local Planning Authority Officer:** Glen Lowe, Carrick District Council, Development Control, Carrick House, Pydar Street, Truro TR1 1EB Tel. 01872 224400 E-mail. g.lowe@carrick.gov.uk

This brief is only valid for six months. After this period the Historic Environment Planning Advice Officer (HEPAO) should be contacted. Any written scheme of investigation (WSI) resulting from this brief shall only be considered for the same period. The contractor is strongly advised to visit the site before completing their WSI as there may be implications for accurately costing the project.

Contractors Written Scheme of Investigation (WSI) – No ground works are to be undertaken until the HEPAO and the Local Planning Authority (LPA) have approved the archaeological contractor's WSI.

### 1. Introduction

This brief has been written by the HEPAO and sets out the minimum requirements for building recording at Trewarthenick Estate required by condition 16 of planning application LB34/0345/07/R. Further recording may be required as the development progresses.

### 2. Site Location and Description

Trewarthenick House is located at OS Grid Reference SW 90304 44261 and is approximately 2KM South-West of Tregony. The ground at Trewarthenick is undulating, sloping generally from NW to SE towards the River Fal valley. Woodland along the Western and Northern boundaries encloses mainly open parkland with scattered mature trees.

### 3. Planning Background

Planning application LB34/0345/07/R was accepted on the 26<sup>th</sup> of April 2007 and was for alterations and extensions and the change of use of 4 dwellings to form a single dwelling, to demolish 3 existing dwellings and to restore the historic parkland. This application has been approved subject to various conditions. Conditions 16 and 17 refer to archaeological works. These state:

*16. No development shall take place on the site until the applicant has secured the implementation of a programme of archaeological recording work in accordance with a written scheme of investigation, submitted by the applicant and agreed in writing by the Local Planning Authority.*

*Reason: To enable proper archaeological investigation of the site in accordance with Planning Policy Guidance 16.*

*17. The representative of the Cornwall Archaeological Unit shall be afforded access and cooperation in the carrying out of a watching brief during the initial phases of the development to record any features of archaeological significance which are thereby revealed.*

*Reason: To ensure proper archaeological investigation and recording of any features exposed during the course of the works on site in accordance with PPG16.*

#### **4. Site Background**

The Cornwall and Scilly Historic Environment Record (HER) records the following for Trewarthenick: The settlement and manor of Trewarthenick is first recorded in 1303 when it is spelt "Trewithenek". The name tre implies a settlement of early medieval origin. The name is Cornish and contains the element tre meaning 'estate' or 'farmstead', plus an unknown second element. Trewarthenick is still occupied. It also includes: A late C18 landscape park of 25ha largely returned to agriculture. Trewarthenick House is dated 1686, possibly remodelled 1792 by Humphrey Repton, altered and enlarged in 1831 by Henry Harrison for CWF Gregor. Harrison's additions were demolished in 1925. A terrace on the east front of the house, with central steps down to the rectangular lawn. Enclosed kitchen garden to the south. Approach drive from the north. The ground at Trewarthenick is undulating, sloping generally from NW to SE towards the Fal valley. Woodland along the west and north boundaries encloses mainly open parkland with scattered mature trees. Repton's recommendations included opening up the previous regular scheme of fields shown in Prideaux's sketch of 1727, leaving a more 'natural' landscape. Though much of the estate has been returned to agriculture, the two main elements of Repton's scheme survive, including the boundary woodland, a small 'picturesque' garden with pool to the north of the house (pool rebuilt in 1950s) and open parkland on falling ground to the east, with one pond 0.25km to the east of the house, and a second larger pool in woodland c400m to the SE.

Historic Environment Service (Projects) has undertaken an Archaeological Assessment of Trewarthenick Park (2008R071) and this should be utilised to gain an understanding of the issues.

#### **5. Requirement for Work**

The proposals will culminate in the potential destruction of material remains of the Trewarthenick Estate. It is therefore important that the buildings and structures that are part of the development are recorded to an appropriate level and that the results are made available to interested parties. In this particular instance an archive standard photographic record will be made together with a

brief report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder needs to consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- External elevations
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

## **6. General Methodology**

- 6.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 6.2 The archaeological contractor is expected to follow the code of the Institute of Field Archaeologists (IFA).
- 6.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 6.4 All of the latest Health and Safety guidelines shall be followed on site.
- 6.5 The IFA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.
- 6.6 Terminology will be consistent with the English Heritage Thesaurus.

## **7. Site Recording Methodology**

- 7.1 Prior to the commencement of onsite works the archaeological contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth.
- 7.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.
- 7.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures, both externally and internally. The photographs will be taken with black and white 35mm or medium format film producing archive quality prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be

accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## 8. Results

- 8.1 The full report shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the historic building contractor, Cornwall County Council Historic Environment Service and the appropriate museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 8.2 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 8.3 The report must contain:
  - A brief history of the site.
  - A concise non-technical summary of the project results.
  - The aims and methods adopted in the course of the investigation.
  - A location map, copies of any plans/drawings and photographs with appropriate annotation.
  - A copy of the brief and approved written scheme of investigation (WSI) will be included as an appendix.

## 9. Archive Deposition

- 9.1 An ordered and integrated site archive will be prepared in accordance with *The Management of Archaeological Projects* (English Heritage 1992 2<sup>nd</sup> Edition) upon completion of the project. The requirements for archive storage shall be agreed with the appropriate museum.
- 9.2 The archive including a copy of the written report shall be deposited with the appropriate organisation within two months of the completion of the full report and confirmed in writing with the HEPAO.
- 9.3 Where there is only a documentary archive this will be deposited with the Cornwall Record Office as well as the Courtenay Library of the Royal Institution of Cornwall.
- 9.4 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.
- 9.5 A summary of the contents of the archive shall be supplied to the HEPAO.

## 10. Monitoring

- 10.1 The HEPAO will monitor the work and should be kept regularly informed of progress.
- 10.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.
- 10.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.

## WSI Appendix 2 Eric Berry CV

Historic Buildings Consultant

Cathedral Cottage, Busveal, Redruth, Cornwall, TR16 5HH Tel: 01209  
821274

### Relevant architectural/historic buildings experience

**1962-65 Bath Academy of Art, Corsham** (Fine Art course including architecture and photography and survey of medieval tithe barns and some photographs published in 'Nuns, Monks and Monasteries' by Sacheverell Sitwell)

**1977-84** recording projects include: **Survey of Penryn**, an Exeter University Extra Mural Project; Kensey Tannery, Launceston (CBG rescue survey); Worker's Housing Project (Trevithick Society); Bosigran (former house), Zennor (CCRA for the National Trust); Abbey House, Padstow (CCRA); buildings subsequently demolished in Pydar Street, Truro (CCRA)

**1984-88 Resurvey of Listed Buildings in Devon and Cornwall** (one of a team of fieldworkers with Architecton of Bristol, supervised by English Heritage)

**1988- Historic Buildings Consultant and Photographer** (ongoing self-employment)

**1995-Conservation Officer** (ongoing job-share employment with Carrick District Council)

**Archaeological Recording Conditions** in collaboration with the CAU include: City Hall, Truro; No. 20 Lower Bore Street, Bodmin; Burdenwell Manor, Week St Mary; Town Mills, St Columb; Poughill Mill, Bude-Stratton; Castle Farm, Lostwithiel; High Cross Farm, Tregoose; Higher Penquite; Tregoid

Parish churches at: St Day; St Martin-by-Looe; St Mary, Callington; St Veep, Tintagel, Lansallos

**Archaeological Recording Conditions** funded direct by developer include: Webb's Hotel, Liskeard; 36 and 38 Fore Street, Bodmin (with Exeter Archaeology); Bread Street, Penzance; barn at Bodrugan Manor; No.2 Fore Street, Lostwithiel; Clay Dry, Lower Bostraze; Trebrea Lodge, Tintagel; Old Vicarage, St Erth; Lower Bodwen, Lostwithiel; Meeks, Penzance, Gwithian Farm, Gwithian, The Old Vicarage, St Erth; Old Theatre, Penzance; Trematon Castle, Trematon

**Cornwall Archaeological Unit (CAU), now Historic Environment Service (HES)** photography, recording and analysis involvement in projects (principal funding bodies, if known, in brackets) at: Launceston Castle (EH); Restormel Castle (EH), Crab Quay Battery, Pendennis Castle (EH); Survey of Samson Buildings, Isles of Scilly (EH); Hall Chapel, Bodinnick (EH); St Thomas Priory, Launceston (EH); St Just Town Survey; Farmsteads Survey in West Cornwall (Countryside Project); Charlestown Historic Appraisal; Tintagel Church (EH), Bridge assessments (CCC); Holy Wells at Ruan and Trelill; The Causeway, St Michael's Mount (National Trust); Carrancarow Historic Settlement and

Greensplat Chapel; Saltash Railway Shed; Week St Mary historic town assessment (developer); The Old Post Office, Tintagel (National Trust); Cotehele House (National Trust); St Michael's Mount (analysis); Trerice House (current project)

**Computer skills** adequate for current work and adapting to new technology

**Current committees:** CBG, CBPT, Pengersick Castle Trust, St Day Conservation Society

**Design** projects include: Caskair Cottage, Gwennap (CBG Award Winner); Glebe Cottage, Philleigh; Much in Little, Trevalga; Wheal Prussia Dry, Redruth

**English Heritage** (Listing Branch) projects include: List Review of Towns (all the towns reviewed in Cornwall, also Plymouth and the rural district of Tiverton); Thematic Survey of Nonconformist Chapels in Cornwall, resulting publication: 'Diversity and Vitality'; spot-listing;

**English Heritage** (Properties in Care) photography, recording and analysis projects include: Pendennis Castle; Cromwell's Castle, Isles of Scilly

**Falmouth Conservation Area Appraisal** for Carrick District Council

**Illustrations** for 'House Restorer's Guide' by Hugh Lander:

**Lectures:** organisations include: University of Plymouth, School of Architecture; University of Exeter Extra Mural Department; Royal Town Planning Institute; Society for the Protection of Ancient Buildings; the National Trust; Cornwall Association for Local Historians

**National Trust** commissions: Trerice, An Analysis of its Architectural Development 1998; St Michael's Mount Causeway; vernacular building surveys

**Photographic competence** and equipment availability in all formats (35mm-4x5) and huge range of focal lengths and specialist lenses, experience with perspective control and difficult lighting conditions, and black and white printing (including to scale) on formats 35mm-6x9 and 4x5 (also Theatre Photography: Kneehigh; Miracle; Bedlam; Acorn)

**Talks** for many societies and organisations including: Cornwall Old Cornwall Societies (many); the Carn Brea Mining Society; The Tamar Valley Protection Society; Friends of Penryn; Friends of St Ives; Falmouth Civic Society; Falmouth College of Art; St Day Conservation and Historical Society; Truro Civic Society; Town and Parish Councils; Cornish Buildings Group; Royal Institution of Chartered Surveyors.