



# **Wind turbine at Polstain Farm, Zelah, Cornwall**

## **Archaeological Watching Brief**



**Cornwall Archaeological Unit**

Report No

2014R092

Report Name

Wind turbine at Polstain Farm, Zelah, Cornwall

Report Author

Ryan P Smith

Event Type

Watching Brief

Client Organisation

Constantine Wind Energy

Client Contact

Peter Fusco

Monuments (MonUID)

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Fieldwork dates (From) (To)

05/01/2015

13/01/2015

(Created By)

Ryan P Smith

(Create Date)

17/01/2015

Location (postal address; or general location and parish)

Fields at Polstain Farm  
Zelah

(Town - for urban sites)  
(Postcode)

TR4 9JG

(Easting) X co-ord

SW 80823

(Northing) Y co-ord

52763



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*Front cover: View looking south over the turbine footings along the proposed trackway approach.*

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## 1 Project background

In March 2014, Historic Environment Projects (now Cornwall Archaeological Unit) were contacted by Mr Peter Fusco of Constantine Wind Energy with a request for a cost schedule and associated method statement for undertaking an archaeological watching brief during construction works of a 24.9m to hub (34.5m to blade tip) proposed wind turbine on agricultural land at a site at SW 80823 52763 at Polstain Farm, Zelah (Fig 1) at which planning permission has been granted for the erection of a wind turbine and associated cable trenching. Planning application number PA12/04804 applies to the proposal.

In March 2013, an archaeological assessment had been undertaken by AC Archaeology (AC Archaeology 2013), the report concluded that there was a high potential for below ground archaeology relating to the late prehistoric period. No geophysical survey had been carried out.

## 2 Aims and objectives

No specific brief was produced to cover the aims of objectives of the watching brief, although it was guided by conditions six and eight of the grant of planning permission.

### *Condition 6*

*No development shall take commence until a programme of archaeological work including a Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:*

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

*Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements the National Planning Policy Framework 2012 with specific reference to paragraph 128.*

### *Condition 8*

*The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (A) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.*

*Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements the National Planning Policy Framework 2012 with specific reference to paragraph 128.*

The site specific aims were to:

- Establish the presence/absence of archaeological remains.
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site.

To provide further information on the archaeology of the landscape around Zelah and the surrounding area from any archaeological remains encountered.

The project objective is to produce a report setting out the results of the archaeological watching brief and placing them in their historical and landscape context.

## **Working methods**

### **Desk-based assessment**

A desk-based assessment and walk-over survey had previously been carried out and a report compiled (AC Archaeology 2013).

### **Fieldwork**

Wind turbine footprint (Fig 5)

The topsoil stripping was carried out under archaeological supervision using a machine fitted with a toothless bucket. The area stripped measured approximately 7m x 7m and was excavated to a depth of at least 1.5m. The soil was initially stripped cleanly to a level in which archaeological features or layers were expected to be revealed, in this case the top of the natural geology. The area was then inspected by the archaeologist.

Access Road & crane pad (Fig 7)

The access road measured approximately 70m in length and 3m in width, following a north-north-west direction up the south facing slope of the field, from the already established farm track to the site of the proposed crane pad.

The crane pad measured approximately 15m x 15m and was excavated using the same toothless bucket to a level not exceeding 0.3m in depth. These areas were then inspected by an archaeologist.

Geotechnical pits

Two geotechnical pits were excavated measuring approximately 1m x 2m, located on the north-western and eastern sides of the turbine foot print. The excavation utilised a toothed bucket and achieved a depth in excess of four metres. This was observed by the site archaeologist.

## **Location, Setting and site history**

The site is located at SW 80823 52763, approximately 0.9km north-west of the centre of Zelah in the Parish of St Allen (Fig 1). The site is located between the 110 and 120 OD. Topographically the site is near the top of a south facing slope, surrounded by enclosed fields.

The bedrock geology in this location consists of mudstone and sandstone of the Gramscatho Group. This sedimentary bedrock formed 364-391 million years ago in the Devonian Period in a deep sea environment. No superficial deposits are recorded (British Geological website)

The land within the project area has been designated as Anciently Enclosed Land (AEL) by the Cornwall Landscape Assessment (Cornwall Council 1996). AEL land is described

as the agricultural heartland, with farming settlements documented before the 17th century AD (source, Institute of Cornish Studies place-names index) and whose field patterns are morphologically distinct from the generally straight-sided fields of later enclosures, and are thus assessed as being likely to have either medieval or prehistoric origins.

Early mapping including the 1841 Tithe Map of St Allen shows show the field containing the site to have been divided into three separate enclosures. The 1<sup>st</sup> Edition Ordnance Survey 25" to a mile map dating to 1881 continues to show the field to have been divided into three enclosures.

The Cornwall and Scilly HER indicate some evidence for prehistoric activity within the surrounding landscape, predominantly in the form of barrow groups at Carland Cross to the north-east; a cropmark feature to the south of the turbine site (close to the route of the proposed access track) has been interpreted as either a ploughed-down barrow or medieval spoil heap (MCO32335).

Within the surrounding area (Fig 3), the National Mapping Programme has recorded evidence for surviving sub-surface archaeology showing as crop marks or soil marks, including ploughed out field boundaries and early settlement related features. Several Iron Age/Romano British rounds (defended farmsteads) are also present, including Engelly Hillfort/Round (MCO58) 400m to the west, Hendra Iron Age round (MCO8038) 400m to the north-east, Henvver Iron Age round (MCO8042) 700m to the south-east and an undated field system (MCO32336) 300m to the north.

Consequently there was a high potential for further buried archaeological remains to survive in the area of the wind turbine and track footprints.

## **Results**

On Friday 9<sup>th</sup> January 2015, work commenced at Polstain Farm, Zelah to remove a section of field boundary in preparation for the construction of the approach road for the 50Kw wind turbine. (Figs 6 & 7).

The field boundary (Fig 6) comprised of a 1.6m high earthen bank approximately 2.8m in width, comprising a layer of reddish brown loam with sparse stone inclusions; there were a few larger stones present in the lower part of the fill, but no core was apparent within the section removed. The fill of the bank sat on top of the natural clay shillet mix and was bordered by two ditches, the northernmost being the deepest, approximately 1.6m in width and 0.5m in depth; the southern ditch was only 0.8m in width and was less than 0.3m in depth. Both ditches had been infilled by a combination of ploughing and natural erosion.

Excavation of the turbine foundation pit measuring 7m x 7m (Fig 3) was carried out using a swing shovel fitted with a 1.8m grading bucket. The topsoil was found to be no more than 0.4m in depth and comprised dark reddish brown silty clay with small stone inclusions, the inclusions were made of broken shillet (mudstone) and small pieces of quartz; the top soil was loose and well ploughed.

On completion of the removal of the topsoil and confirming the lack of archaeological features, excavation progressed with the removal of the natural, a mixture of greyish blue mudstone and clays, to a depth of about 1.5m. The geology of the pit was variable, the north east corner exhibiting more solid rock strata, whilst the north-west corner appeared to be comprised of clays. The south-east corner of the pit exhibited an area of looser soil type material which continued to collapse, but did not form a coherent shape or continue within the rest of the baulk and may have been remnants of a tree bowl or a natural geological event.

Between the 12<sup>th</sup> and the 13<sup>th</sup> January 2015, removal of the topsoil from the proposed track was undertaken, the depth of the topsoil varying between 0.3m and 0.4m, this being consistent with the topsoil removed from the surface of the wind turbine footprint. There were several anomalies that warranted further investigation, but all

proved to be of natural geological origin. The track continued in a north-north-west direction for approximately 70m, measuring 3m in width.

The area excavated for the crane pad was immediately adjacent to and to the south of the footprint for the wind turbine and measured 15m x 15m. The topsoil was removed to a depth of no more than 0.35m and a single feature, a possible ditch/gully [102] was revealed in the north facing baulk, 3.5m from the south-east corner. This may have been a ditch or a natural fissure within the geology backfilled with soil, and the line of the feature toward the north was not apparent. The feature (Fig 8) was approximately 1.3m in width and 0.6m in depth (from the surface), less than 0.3m in depth from the top of the natural. Its sides were irregular and not well defined, and its base was uneven and irregular in shape. The fill of the feature was (101) the top soil of the field, a dark reddish brown silty clay, containing sparse stone inclusions, together with some larger stones less than 0.02m in size; both irregular and sub angular shaped stones were present, these being unsorted and not widely dispersed in the fill.

Two geotechnical pits measuring approximately 2m x 1m were excavated adjacent to the wind turbine footprint, on the eastern and north-western edges. No archaeological features were observed.

## **Conclusion/discussion**

The feature revealed in the crane pad trench was in all probability a natural geological fissure within the landscape, its north south orientation and lack of defined line to the north would support this view, and its clear lack of definition and uneven edges do not support an interpretation as either a field boundary or a ditch.

The proximity to the site of several Iron Age rounds has raised the possibility of a related field boundary being found within the track corridor, however this was not the case.

No archaeological features were revealed, but it remains highly probable that the area contains as yet unexcavated and unrecorded archaeology, the lack of finds from this watching brief does not detract from the evidence that this area has experienced intense activity in pre-history and that archaeological remains still await discovery in this area. Should the opportunity arise, this area would be a prime candidate for further investigation into the local prehistoric landscape, including the use of non-invasive methods such as geophysics.

## References

### Primary sources

Ordnance Survey, c1880, 25 Inch to a mile Map, First Edition (licensed digital copy at CAU)

Ordnance Survey, 2007, Mastermap Digital Mapping

Tithe and Apportionment, c1841 Parish of St Allen (licensed digital copy held at CAU)

### Published sources

AC Archaeology, 2013. *Proposed wind turbine at Polstain Farm, Henvver Lane, Zelah, Cornwall*, AC Archaeology

### Web sites

<http://www.heritagegateway.org.uk/gateway/> English Heritage's online database of Sites and Monuments Records, and Listed Buildings

<http://www.bgs.ac.uk/discoveringgeology/geologyofbritain/viewer.html?src=topNav>  
British Geological Survey Geology of Britain Viewer

## Project archive

The CAU project number is **146424**

The project's documentary, digital, photographic and drawn archive is maintained by Cornwall Archaeological Unit, Cornwall Council, Fal Building, County Hall, Treyew Road, Truro, TR1 3AY. The contents of this archive are as listed below:

1. A project file containing site records and notes, project correspondence and administration.
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE826/1).
3. Black and White Photographs GBP 2339-2344
4. Electronic drawings stored in the directory ..:\Historic Environment (CAD)\CAD Archive\Sites P-Q\Polstain Farm Zelah\_WB\_2015
5. Digital photographs stored in the directory ..:\Historic Environment (Images)\SITES.M-P\Sites P\Polstain Farm\_Zelah\_WB\_2015
6. English Heritage/ADS OASIS online reference: cornwall2-201055

This report text is held in digital form as ..:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites P\Polstain 2014\Report

No artefacts or environmental material were recovered.

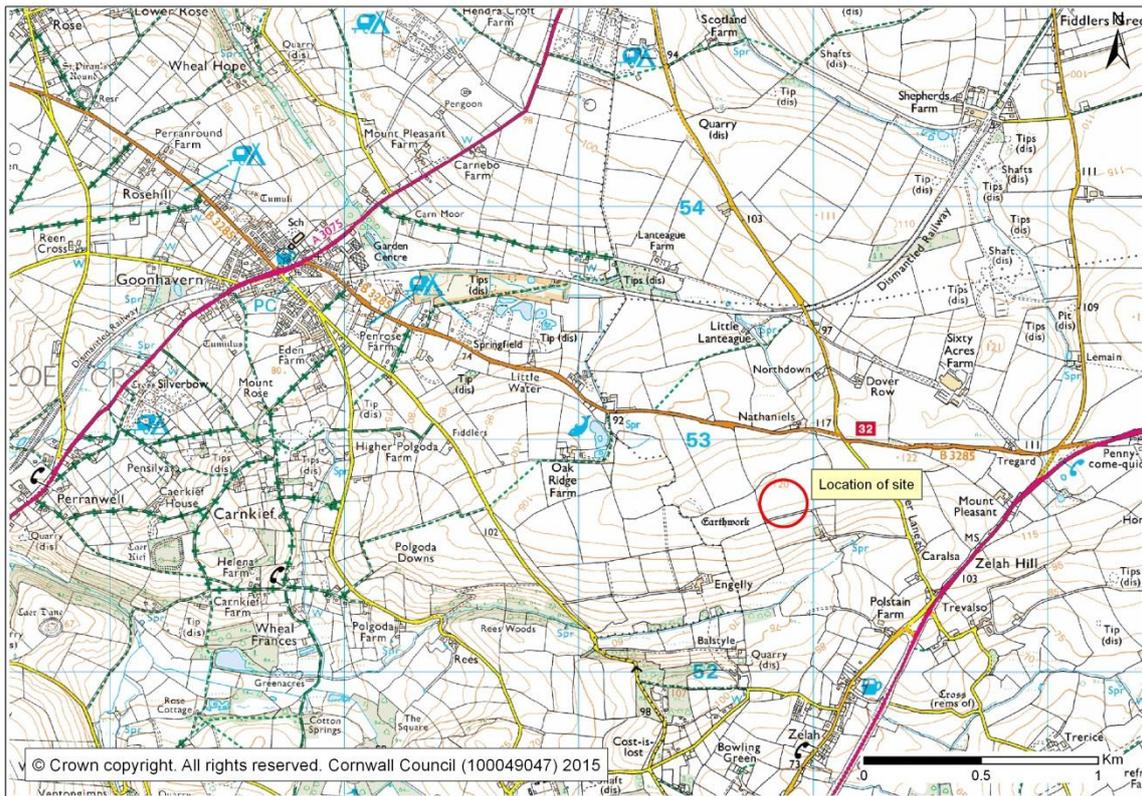


Figure 1: Location of site

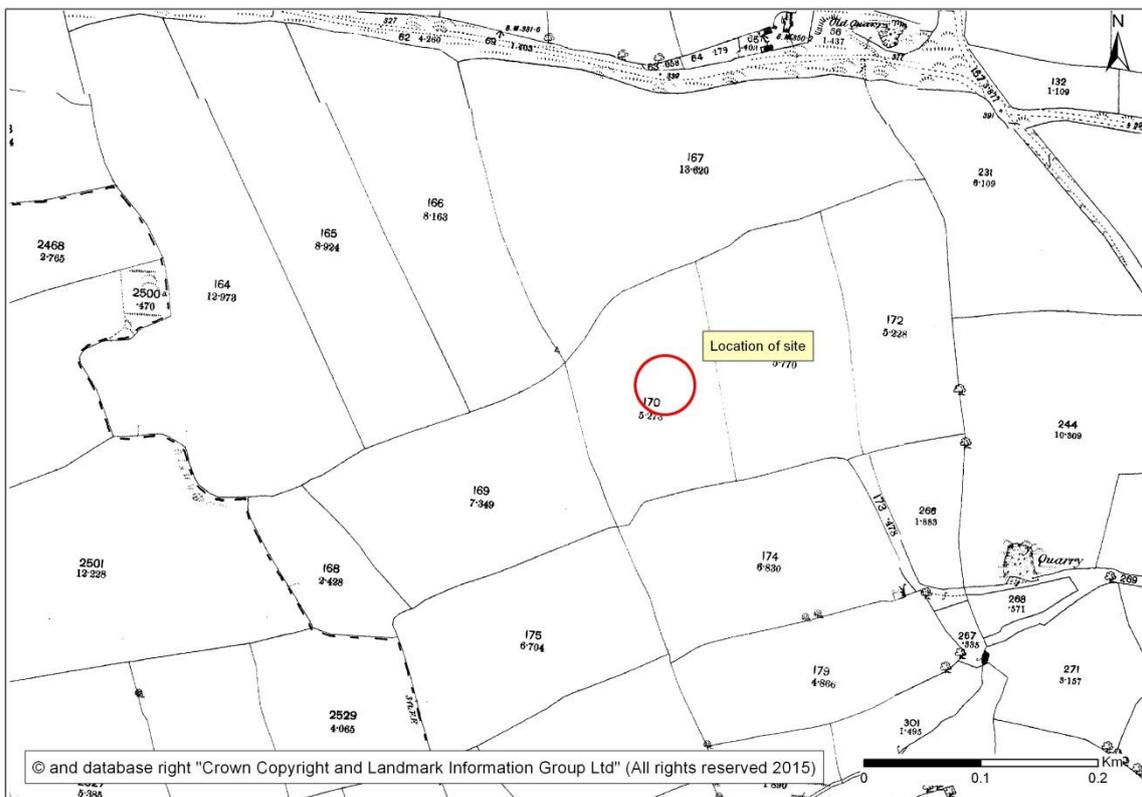


Figure 2: 1880 OS Map 1st Edition showing location of site

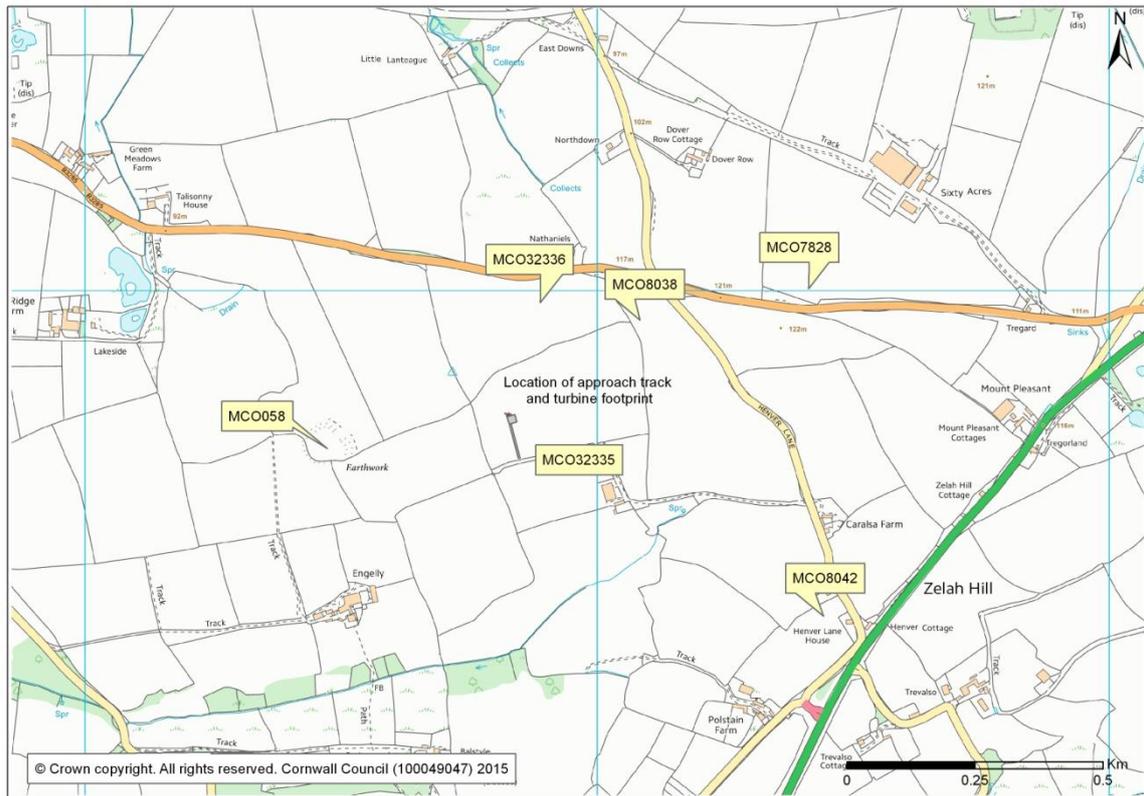


Figure 3: Location of site and surrounding archaeological features.

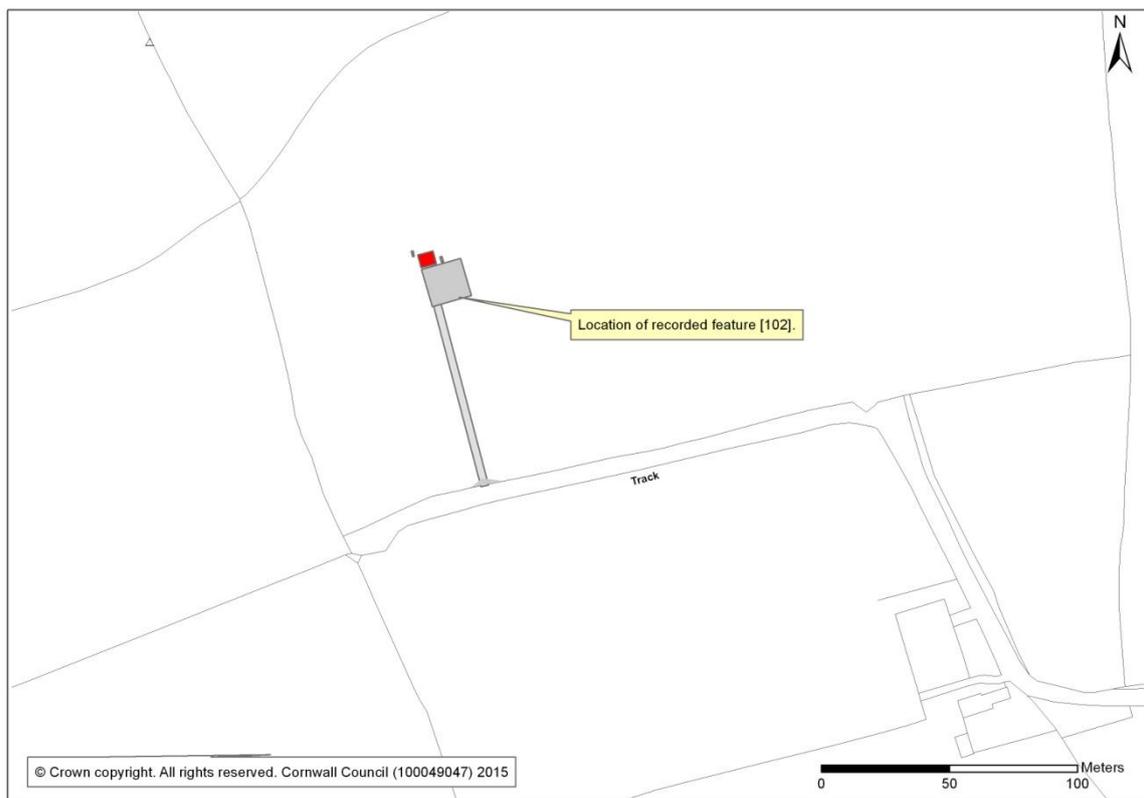


Figure 4: Location of feature [102].



Figure 5: View of turbine pad excavated looking SW



Figure 6: Field boundary west facing section



Figure 7: Approach track to crane pad (looking south)



Figure 8: North facing section of gully (looking south)

# **Appendix 1 Polstain Farm, Zelah, Cornwall: Written Scheme of Investigation during groundworks associated with the erection of a wind turbine.**

**Historic Environment Projects,  
Cornwall Council**



## **Polstain, Zelah, Cornwall: Written Scheme of Investigation for archaeological watching brief during groundworks associated with the erection of a wind turbine**

Client: Constantine Wind Energy  
Client contact: Peter Fusco  
Client tel: 0141 534 7921  
Client email: peter.fusco@constantinewindenergy.com

### **Project background**

Historic Environment Projects were contacted by Mr. Peter Fusco of Constantine Wind Energy on 17 March 2014 with a request for a cost schedule and associated method statement for undertaking an archaeological watching brief during construction works at a site at SW 80823 52763 at Polstain Farm, Zelah at which planning permission has been granted for the erection of a wind turbines and associated cable trenching. The planning reference is PA12/04804, permission for the proposal having been granted by Cornwall Council, notification being given to the developer on 31 January 2014.

The site is located in the parish of St. Allen approximately 1km to the north of Zelah and 2km to the south of Goonhavern at a height of approximately 120m OD. The proposed wind turbine will be 24.9m high to its hub and 34.5m high to its blade tips. The Historic Landscape Character of the site proposed for the wind turbines is Anciently Enclosed Land (farmland medieval), whilst the underlying geology consists of mudstones and sandstones of the Devonian Gramscatho Group.

A Scheduled multiple enclosure round (Engelly Round) lies 350m to the west of the proposed wind turbine site, whilst a cropmark indicative of a further round is approximately the same distance to the east north east.

An archaeological assessment has been undertaken for this proposal (AC Archaeology report ACD651/1/0 dated March 2013), though no geophysical survey has been carried out. The report concluded that there was a relatively high potential for below ground archaeology relating to the late historic period.

This WSI will need to be approved by Mr. Dan Ratcliffe, Historic Environment Planning Advice Officer, Cornwall Council (dratcliffe@cornwall.gov,.uk) before any works on site can be commenced.

### **Site history**

The Cornwall and Scilly HER indicate some evidence for prehistoric activity within the surrounding landscape, predominantly in the form of barrow groups at Carland Cross to the north-east, though a cropmark feature to the south of the turbine site (close to the route for the access track) may be a further ploughed-down barrow. The presence of Engelly Hillfort or Round testifies to the probably long-established presence of farming

families within this landscape by the late prehistoric period (apparently early boundaries and small circular features shown as cropmarks in the northern part of the field may represent an associated open settlement, whilst these is likely to have been succeeded by farmsteads laid out in the early Medieval and later Medieval periods, as is attested by local place names. Archive historical maps show arrangements of field boundaries at this site little different from those which exist today. The Historic Landscape Character of this area is Anciently Enclosed Land (Farmland Medieval).

## Project extent

The areas to be excavated will consist of the following:

- An area approximately 8m x 8m in extent at the site of the wind turbine.
- An equipment cabin measuring 2.5m x 2.5m in plan.
- A crane pad measuring 15m x 15m to the south of the turbine location.
- A 3m wide and 70m long access road leading to the wind turbine from an existing track to the south of the development field.

## Aims and objectives

No specific brief has been produced which covers the aims and objectives of this watching brief, though it has been guided by conditions six to eight of the grant of Planning Permission.

The site specific aims are to:

- Establish the presence/absence of archaeological remains.
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- To establish the nature of the activity on the site.
- To identify any artefacts relating to the occupation or use of the site.

To provide further information on the archaeology of the landscape around Zelah and the surrounding area from any archaeological remains encountered.

The project objective is produce a report setting out the results of the archaeological watching brief and placing them in their historical and landscape context.

## Working methods

All recording work will be undertaken according to the Institute for Archaeologists *Standards and Guidance for Archaeological Investigation and Recording*. Staff will follow the IfA *Code of Conduct* and *Code of Approved Practice for the Regulation of Contractual Arrangements in Archaeology*. The Institute for Archaeologists is the professional body for archaeologists working in the UK.

### Fieldwork: watching brief

The soil stripping will be carried out under archaeological supervision using a machine fitted with a toothless bucket. The soil will be stripped cleanly to a level at which archaeological features or layers can be expected to be revealed (i.e. top of the "natural"). Machines will not run over the stripped area until the archaeological works are complete. The area will then be inspected by an archaeologist and any archaeological features or layers exposed in the stripped area will be carefully excavated by hand and archaeologically recorded by written description, plan and section and photographic record as appropriate by an HE Projects archaeologist.

Polstain, Zelah wind turbine WB. Rev01, AS,17/03/2014

During the archaeological recording the archaeologist will identify and record any archaeological features that are revealed in the stripped area; the level of recording will be appropriate to the character/importance of the archaeological remains.

If complex and/or significant archaeological deposits are encountered then the archaeological requirements should be reviewed by the client, the Historic Environment Planning Advice Officer and HE Projects. In the event that remains cannot be preserved *in situ* then full-scale excavation may be required. A contingency should be allowed to record any significant archaeological remains which are uncovered during the stripping. The significance of the remains should be agreed between the client, the Historic Environment Planning Advice Officer and HE Projects.

Where necessary the detailed archaeological recording may include:

- Excavation of archaeological features exposed in the stripped area and plotting them onto a base map.
- Production of plans and section drawings of the excavated features and recording of features using a continuous numbering system.
- Retrieval of artefacts.

#### Recording - general

Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey Landline (electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.

All features and finds will be accurately located at an appropriate scale. Sections will normally be drawn at 1:10 and plans at 1:20.

All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.

Photography: scaled monochrome photography will be used as the main record medium, with colour digital images used more selectively and for illustrative purposes. This will include both general and site specific photographs. Photographs should have a scale and detailed ones should include a north arrow.

Drawings and photographs will be recorded in a register giving details of feature number and location.

Sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within significant archaeological features (ditches and pits, etc) will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Regional Advisor for Archaeological Science).

If human remains are discovered on the site the Historic Environment Planning Advice Officer and the Ministry of Justice will be informed. All recording will conform to best practice and legal requirements.

If human remains are uncovered, which require excavation, they will be will be excavated with due reverence. The site will be adequately screened from public view. Once excavated, human remains must not be exposed to public view.

If human remains are not to be removed their physical security will be ensured, by back filling as soon as possible after recording.

#### Treatment of finds

The archaeological fieldwork may produce artefactual material.

All finds in significant stratified contexts predating 1800 AD (e.g., settlement features) should be collected by context and described. Post medieval or modern finds may be

Polstain, Zelah wind turbine WB. Rev01, AS,17/03/2014

disposed of at the cataloguing stage. This process will be reviewed ahead of its implementation.

All finds will be collected in sealable plastic bags which will be labelled immediately with the context number or other identifier.

### **Fieldwork: photographic recording**

To include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Colour photographs taken with a digital camera (with a resolution of 8MP or higher).

The photo record will comprise:

- general views
- examples of structural and architectural detail

Methodology for the archive standard photography is set out as follows:

- Photographs of details will be taken with lenses of appropriate focal length
- A tripod will be used to take advantage of natural light and slower exposures
- Difficulties of back-lighting will be dealt with where necessary by balancing the lighting by the use of flash
- A metric scale will be included in all views, except where health and safety considerations make this impractical

### **Creation of site archive**

To include:

- Archiving of black and white photographs to HER standards
- Digital colour photographs (stored according to HER guidelines and copies of images made available to the client)
- A detailed site/building description
- Preparation of finished drawings
- Completion of the English Heritage/ADS OASIS online archive index

### **Archive report**

A written report will include:

- Summary
- Project background
- Aims and objectives
- Methodology
- Location and setting
- Designations
- Site history
- Archaeological results
- Chronology/dating evidence
- Significance
- Conclusions

Polstain, Zelah wind turbine WB. Rev01, AS,17/03/2014

- References
- Project archive index
- Supporting illustrations: location map, historic maps, plans, elevations/sections, photographs

A paper copy and a digital (PDF) copy of the report, illustrations and any other files will be held in the Cornwall HER. Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

### **Assessment/analysis**

In the event that significant archaeological remains are uncovered, the structural and stratigraphic data and artefactual material will be assessed to establish whether further analyses and reporting are appropriate. The outline of the final report, and the work required to produce it will be determined in an updated project design.

In the event of significant remains being recovered (e.g. prehistoric or medieval artefacts) it may be appropriate to:

- Consult with the Historic Environment Planning Advice Officer over the requirements for assessment, analysis and reporting.
- Liaise with specialists (e.g. artefacts, material suitable for scientific dating) to arrange for assessment of the potential for further analysis and reporting.
- Arrange for specialist analyses, where appropriate.

### **Final publication**

In the event of significant archaeological remains being recorded the scope and final form of the report will be reviewed; for example in addition to an archive report the results should be published in an academic journal (e.g. *Cornish Archaeology*).

### **Archive deposition**

An index to the site archive will be created and the archive contents prepared for long term storage, in accordance with HE standards.

The archiving will comprise the following:

1. All correspondence relating to the project, the WSI, a single paper copy of the report together with an electronic copy on CD, stored in an archive standard (acid-free) documentation box
2. A2 drawn archive storage (plastic wallets for the annotated record drawings)
3. Archive standard negative holders and archive print holders, to be stored in the HES system until transferred to the Royal Cornwall Museum.
4. The project archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.

## **Timetable**

The study is anticipated to be commenced during Spring 2014. HE will require at least three weeks notice before commencement of work, in order to allocate field staff time and arrange other logistics.

The archive report will be completed within 3 months of the end of the fieldwork. The deposition of the archive will be completed within 3 months of the completion of the archive report.

## Monitoring and Signing Off Condition

Monitoring of the project will be carried out by Dan Ratcliffe, Historic Environment Planning Advice Officer. Where the Historic Environment Planning Advice Officer is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the local planning authority (LPA).

Monitoring points during the study will include:

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

## Historic Environment Projects

Historic Environment Projects is the contracting arm of Historic Environment, Cornwall Council (HE). HE employs some 20 project staff with a broad range of expertise, undertaking around 120 projects each year.

HE is committed to conserving and enhancing the distinctiveness of the historic environment and heritage of Cornwall and the Isles of Scilly by providing clients with a number of services including:

- Conservation works to sites and monuments
- Conservation surveys and management plans
- Historic landscape characterisation
- Town surveys for conservation and regeneration
- Historic building surveys and analysis
- Maritime and coastal zone assessments
- Air photo mapping
- Excavations and watching briefs
- Assessments and evaluations
- Post-excavation analysis and publication
- Outreach: exhibitions, publication, presentations

## Standards



HE is a Registered Organisation with the Institute for Archaeologists and follows their Standards and Code of Conduct.

As part of Cornwall Council, the HES has certification in BS9001 (Quality Management), BS14001 (Environmental Management), OHSAS18001 (Health, Safety and Welfare), Investors in People and Charter Mark.

## **Terms and conditions**

### **Contract**

HE Projects is part of Historic Environment Projects, Cornwall Council. If accepted, the contract for this work will be between the client and Cornwall Council.

The views and recommendations expressed will be those of the HE projects team and will be presented in good faith on the basis of professional judgement and on information currently available.

### **Project staff**

The project will be managed by a nominated Senior Archaeologist who will:

- Discuss and agree the detailed objectives and programme of each stage of the project with the client and the field officers, including arrangements for health and safety.
- Monitor progress and results for each stage.
- Edit the project report.
- Liaise with the client regarding the budget and related issues.

Work will be carried out by HE field staff, with assistance from qualified specialists and sub-contractors where appropriate. The project team is expected to include:

### **Report distribution**

Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

A digital copy of the report, illustrations and any other files will be held in the Cornwall HER and also supplied to the client on CD or other suitable media.

### **Copyright**

Copyright of all material gathered as a result of the project will be reserved to the Historic Environment, Cornwall Council. Existing copyrights of external sources will be acknowledged where required.

Use of the material will be granted to the client.

### **Freedom of Information Act**

As Cornwall Council is a public authority it is subject to the terms of the Freedom of Information Act 2000, which came into effect from 1st January 2005.

HE will ensure that all information arising from the project shall be held in strict confidence to the extent permitted under the Act. However, the Act permits information to be released under a public right of access (a "Request"). If such a Request is received HE may need to disclose any information it holds, unless it is excluded from disclosure under the Act.

### **Health and safety statement**

Historic Environment is within the Environment Directorate of Cornwall Council. The HE projects team follows Cornwall Council's *Statement of Safety Policy*.

Prior to carrying out on-site work HE will carry out a Risk Assessment.

### **Insurance**

As part of Cornwall Council, HE is covered by Public and Employers Liability Insurance, with a policy value of £50m. The Council also has Professional Negligence insurance with a policy value of £5m.