



Burmsdon Farm Barn, Launcells, Cornwall

Historic building record



Report No

2011R056

Report Name

Burmsdon Farm Barn, Launcells, Cornwall

Report Author

Eric Berry

Event Type

Historic building
record

Client Organisation

Client Contact

Royston Symons

Monuments (MonUID)

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Fieldwork dates (From) (To)

21.04.2011

21.04.2011

(Created By)

(Create Date)

Location (postal address; or general location and parish)

Burmsdon Farm, near Grimscott, Launcells, Cornwall

(Town – for urban sites)

(Postcode)

EX22 7JX

(Easting) X co-ord

SS 27983

(Northing) Y co-ord

06623



Historic Environment, Cornwall Council is a Registered Organisation with the Institute for Archaeologists

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Project background

Planning application 2008/01094 was submitted to NCDC on the 27 May 2008 and was for the conversion of a barn to a dwelling. This application was approved subject to several conditions of which Condition 8 which states:

No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation to be submitted by the applicant and approved in writing by the Local Planning Authority in consultation with the County Archaeologist.

A brief outlining the required recording works was prepared by Phil Copleston, Historic Environment Planning Advice Officer (HEPAO), on behalf of the County Archaeologist (see Appendix 1).

Historic Environment Projects was subsequently contacted by the owners and an estimate of costs was prepared and agreed. Subsequently, a Written Scheme of Investigation (WSI) was submitted and approved (reproduced here as Appendix 2).

This report is written in response to the requirements of the brief and the WSI.

Aims and objectives

The principal aim of the study is to gain a better understanding of the historic development and functions of the subject building. The objectives are to obtain an archaeological record of the site prior to alterations.

Working methods

Fieldwork was undertaken according to the requirements of an English Heritage Level 2 survey (see English Heritage 2006). It comprised a walk-over, photographic survey and the production of brief building descriptions and analysis.

Location and setting

Topography

Burmsdon is situated on the east side of Launcells parish and lies just inside the Cornwall/Devon border at SS 27983 06623

The farmstead itself lies just above the 110m contour. Land rises to a significant hill of more than 125 metres west of the farmstead and to the east falls generally to the River Tamar that divides Cornwall from Devon. The present entrance drive from the south crosses an expanse of low-lying water meadow. The original entrance to the farm was from the west as shown on the historic maps.

Geology and soils

The bedrock in the area is Carboniferous sandstone of the Bude Formation. This has been quarried locally and used in the older farmstead buildings. Soils are defined as type 712e Hallsworth 2, a seasonally wet deep clay which is derived from drift from Carboniferous sandstone and shale. Many older buildings also incorporate cob which is derived from the local subsoil.

Conservation designations

Burmsdon farm buildings are close to and within the setting of two listed structures that belong to the former Bude Canal. List descriptions are as follows:

SS 20 NE LAUNCELLS 6/30 Aqueduct about 100 metres - east of Burmsdon Farmhouse - II Aqueduct carrying the now dry Bude canal over the River Tamar. 1821 by James Green, engineer to the Bude Canal (q.v. Burmsdon canal bridge and Hobbacott Down). Freestone rubble with segmental brick arch. Single span aqueduct, parapets dismantled. Part of brick facing to one arch collapsed. Green worked under Rennie before being appointed as Surveyor of Bridges and Buildings

in Devon - a post he held 1818 - 41. Helen Harris and Monica Ellis, *The Bude Canal* (1972), p. 140.

SS 20 NE LAUNCELLS 6/32 Canal bridge and towpath about - 50 metres south of Burmsdon Farmhouse - II Bridge carrying road to Burmsdon Farm across the Bude canal, 1821 by James Green, engineer to the Bude Canal (q.v. Burmsdon aqueduct and Hobbacott Down). Dressed stone rubble bridge, curved brick band at level of road, stone rubble parapet. Single span bridge with elliptical arch. One parapet repaired in concrete blocks. James Green worked under Rennie before being appointed as Surveyor of Bridges and Buildings in Devon, a post he held 1818-1841. Helen Harris and Monica Ellis, *The Bude Canal* (1972), pp. 32-33.

There are no other conservation designations that apply to the property.

Brief history

Burmsdon is first recorded as a settlement in 1311 (Gover 1948). The name is English and means 'Beornmund's hill' (possibly a corruption of 'Bowman's Hill'). The remains of a strip-field system at Burmsdon are visible on aerial photographs and were plotted as part of the National Mapping programme. The remains are sited within an area of Anciently Enclosed Land and are likely to be medieval in origin (source: Cornwall Historic Environment Record).

Significant remains of the (now disused) Bude Canal survive close to the subject farm buildings and these remains extend across the landscape beyond. This canal is within a deep cutting south of the farm buildings and crosses an impressive aqueduct that also bridges the River Tamar south-east of the farmstead.

The subject buildings are all shown on the Launcells parish tithe map (1840) and on the early large scale OS editions (c1880 and c1907).

Building descriptions

The subject buildings comprise a threshing barn and a 2-storey stable block. The barn dates from probably the late 18th century and incorporates 16th century roof timbers. The stable block appears to date from about 1840. The barn is predominantly cob construction on a rubble stone plinth and with rubble buttresses added to the south wall. The stable block is constructed of local rubble stone; the roofs are laid with rag slate. The subject buildings form an overall long rectangular plan. External elevations retain original openings and some original and old doors and windows. Internally, original roof structures survive and there is part of the original loft floor in the stable block. The buildings are a significant survival of vernacular farm building construction and design.

Other traditional buildings in the farm group include an open-fronted stone and cob cartshed adjoining to the east of the subject barn, a converted single-storey farm building at the west side of the farmyard and the farmhouse itself that appears to be of an early date, possibly 16th century.

Building type

The principal subject building is a predominantly single-storey threshing barn with evidence for a former loft at one end. The other building adjoining west of the barn is a former stable block with loft above (now with part of floor removed). The barn adjoins a cartshed at its east end (not included in the assessment)

Materials

The barn is constructed from cob walling above a tall local stone rubble plinth, plus three stone rubble buttresses added to the south wall. At the north side of the barn the plinth is built on bedrock and red brick has been used to repair the doorway where the cob had been worn away. The original cob face has eroded from much of the south wall of the barn. However, some intact cob wall face survives to the east wall of the barn (Fig 16), now visible high up within the adjoining outbuilding east of the barn. The stable block is built from local stone rubble with red brick dressings. Roofs are rag slate with red clay ridge tiles. The dry-laid rag slates are iron-nail fastened directly to the common rafters.

Building plan

The threshing barn (Figures 7-12 and 15-23) has a rectangular plan (approx 25m x 5m externally) with central slate-flagged threshing floor (approx 1.5m wide). Floor evidence suggests that the east end of the barn was used for stacking sheaves and that the slate floor at the west end was for storing grain. Evidence for a loft at the west end of the barn and a first floor loading hatch in the north wall at this end are evidence for probable grain storage in the loft, probably in sacks. A drive shaft and internal pulley was added to the south wall west of the threshing floor and there is evidence for a further pulley relating to a former belt drive farther to the west.

The stable block (Figures 13 and 14 and 27-30) also has a rectangular plan (approx 15m x 5m externally) has remnant stall posts that originally divided four stalls at the south side of the building. There are no window openings at the south side of the building at ground-floor level where replacement hay rack and mangers are now situated. Light comes from two original windows in the north wall with glazed top panels and former hit-and-miss ventilation shutters below. The loft above has a loading doorway central to the south wall. There is evidence for a former probable ventilator window west of the loading doorway.

Interior

The barn interior (Figures 15-23) has lime rendered walls at its west end. The render rises to above joist level of a probable former floor at this end and conceals any joist socket evidence of its former existence. A loading hatch in the north wall is further evidence for a former floor at the west end of the barn. The threshing floor is paved with slate flags and the west end of the barn is also paved with slate slabs but at a slightly higher level. At the east side of the threshing floor there is a timber rail but the floor to the east of this has been laid with concrete to the same level as the threshing floor. The 6-bay roof structure has collar trusses fastened with pegs to lapped collars and halved apices. The three reused 16th century principals at the east end have mortises where the original collars were fastened and housing sockets where the original 'through' purlins were formerly spliced together and pegged through from the top.

The stables interior (Figures 13, 14, 31 and 32) has remnant lime-wash on stone rubble walls. A post near the east end survives from probably four former standings. Also, at the east end and there are long wooden tack pegs. The loft floor survives above the east end. The original floor joists are sawn timbers. The original 4-bay roof structure has A-frame trusses with lapped collars and crossed and halved apices, all with nailed joints.

Functions

The barn was designed to be used as a traditional threshing barn with hand-flailing operation to its central threshing floor. Belt drives were added to the barn probably in the late 19th century from which a belt pulley and shaft survives.

The stables were originally divided into four standings from which two survive. The ground-floor windows and door face into the yard but the loading doorway of the fodder and bedding storage loft is situated in the opposite wall.

Dating evidence

Three reused 16th century truncated oak truss blades (date estimate based on carpentry detail) at the east end of the barn probably originate from the farmhouse that has internal features that provide evidence for this date period. Based on its general wall and roof construction and roof pitch the barn dates from probably the late 18th century. The stable block has clearly been added to the barn and this building is shown on the 1840 Tithe Map, probably recently built at this time based on its general character and constructional detail.

Statement of significance

In Cornwall single-storey barns are rare and usually relate to an early date period. In the mid-late 18th century the fashion generally changed to barns of 2-storey design. The barn at Burmsdon appears to be a rare transitional type with evidence for an upper floor at one end. The interest of the barn is further enhanced by the re-use of 16th century roof truss elements probably formerly situated in the farmhouse. This survival is important for the historical interest of the farmhouse as well as that of the barn.

The stable block is also important as it demonstrates the introduction of horses into the farm economy pre-1840 at a time when many farms in Cornwall still used cattle as draft animals. The functionally advanced door and window design in the stables is now a rare survival.

Technically, the barn is very traditional with respect to its construction and its original function but the introduction of a loft at one end anticipates a general functional change where upper floors are recognised as providing economical dry storage space.

The contribution of the subject buildings to the character and interest of the farmstead is an essential part of the courtyard group that has the farmhouse front facing into the opposite side of the yard. The threshing barn is usually the most important and usually the earliest farm building in a farm group, and the stable block occupies pride of place with its ground-floor openings relating to the farm yard and sited conveniently next to the main entrance to the yard.

References

Primary and cartographic sources

Ordnance Survey, c1880. *25 Inch Map* 1st Edition (licensed digital copy at HE)

Ordnance Survey, c1907. *25 Inch Map* 2nd Edition (licensed digital copy at HE)

Tithe Map and Apportionment, c.1840. *Parish of Launcells* (digital copy at CRO)

Publications

English Heritage, 2006. *Understanding Historic Buildings: A guide to good recording practice*. Swindon

Websites

www.imagesofengland.org.uk English Heritage's online database of Listed Buildings

Project archive

The HE project number is **2011043**

The project's documentary, photographic and drawn archive is housed at the offices of Historic Environment, Cornwall Council, Kennall Building, Old County Hall, Station 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. Black and white photographs archived under the following index numbers: GBP2189
3. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.A-D\Burmsdon Farm barn HBR 2011043
4. English Heritage/ADS OASIS online reference: cornwall2-101077

This report text is held in digital form as: G:\Historic Environment (Documents)\HE Projects\Sites\Sites B\Burmsdon farm 2011043\report\Burmsdon Barn report.doc

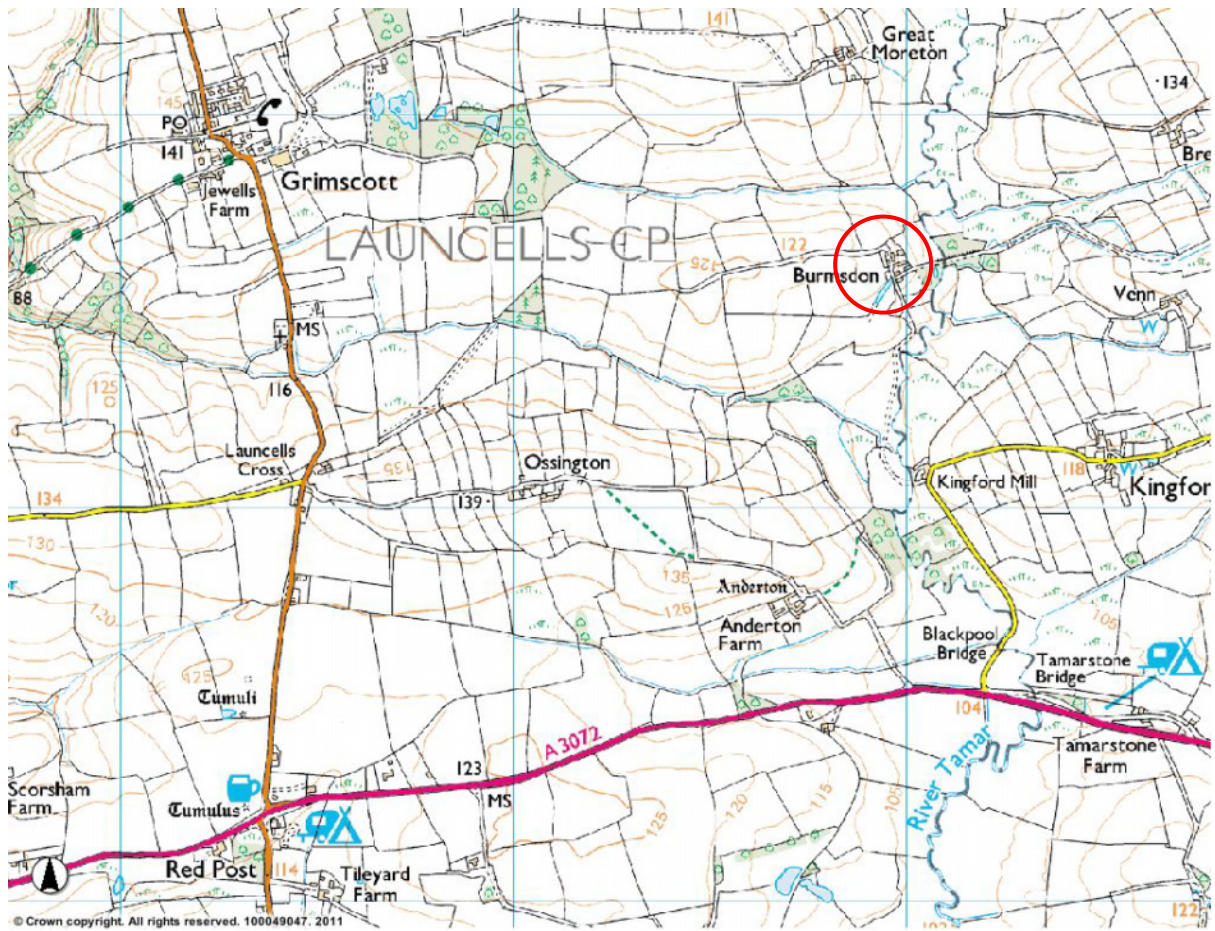


Fig 1 Location map



Fig 2 Air photograph, 2005



Fig 3 Tithe Map c1840

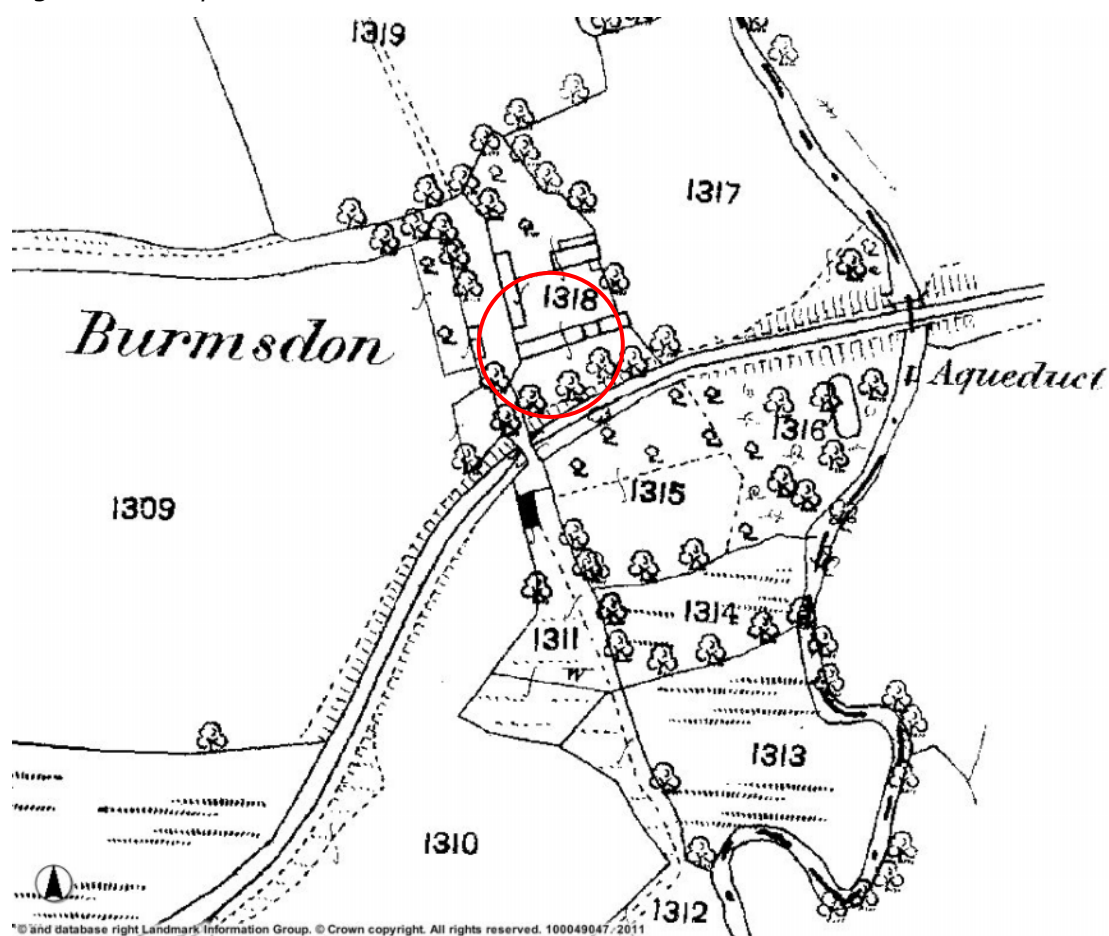


Fig 4 Extract from the OS First Edition 25 Inch Map, c1880

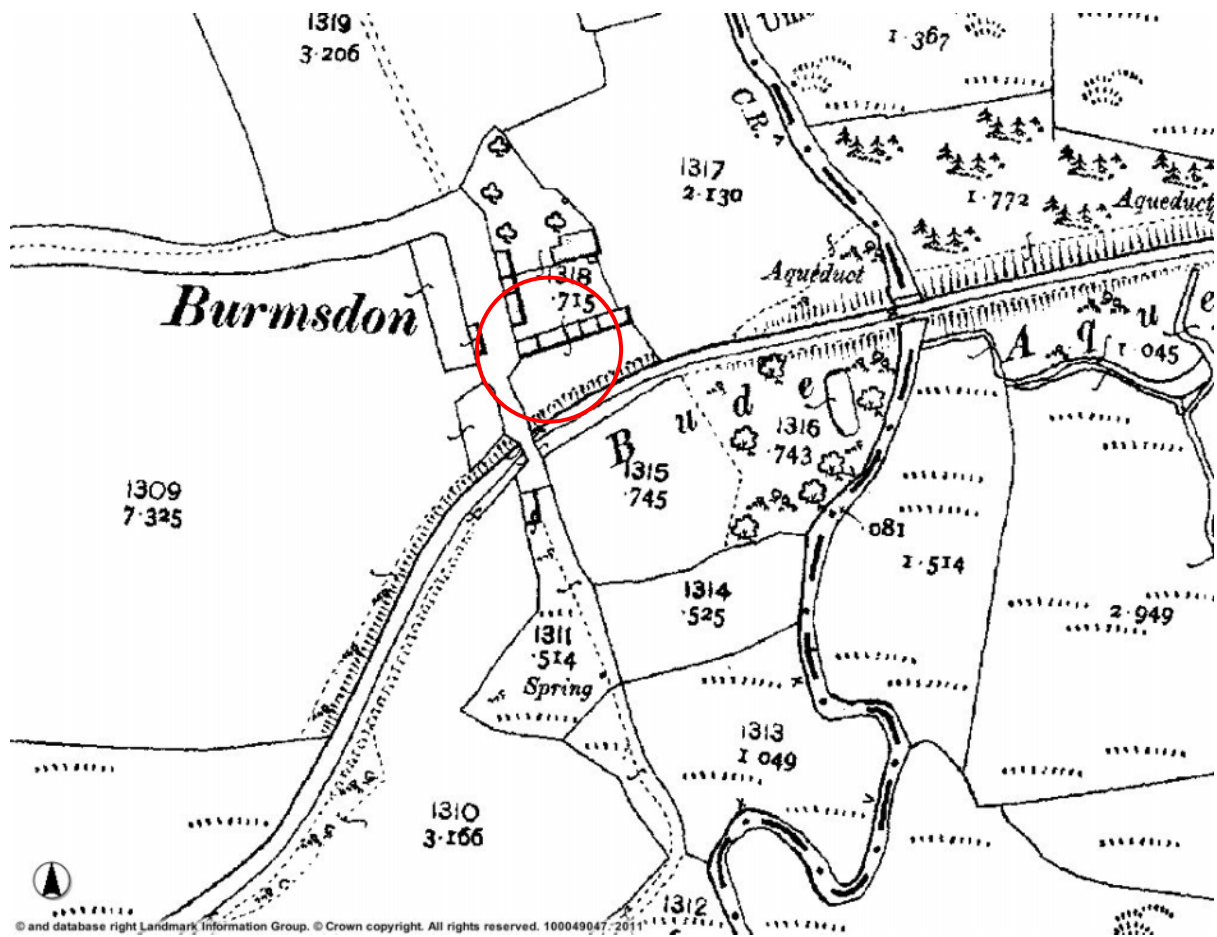


Fig 5 Extract from the OS Second Edition 25 Inch Map, c1907



Fig 6 Modern OS map



Fig 7 Burmsdon Farm context group from SE



Fig 8 Stables (left) and barn (centre) from south



Fig 9 Barn from north



Fig 10 Barn from north



Fig 11 Barn interior from west (note three trusses to east end of barn incorporate truncated blades from a 16th century roof structure)



Fig 12 Barn interior from east



Fig 13 Stables interior from west



Fig 14 Stables interior SW corner



Fig 15 Barn south wall detail



Fig 16 Barn E end (joist socket detail)



Fig 17 Barn N doorway to threshing floor

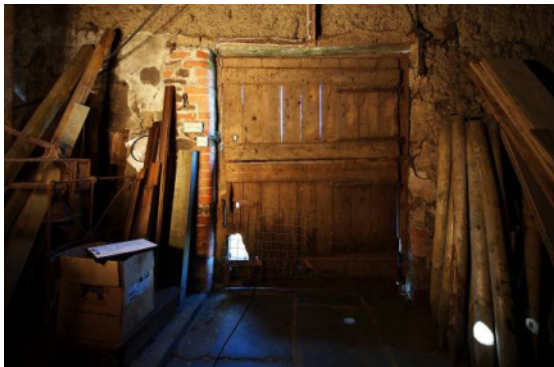


Fig 18 Barn interior to N doorway



Fig 19 Barn interior S wall drive pulley



Fig 20 S wall former drive shaft location



Fig 21 Barn N wall (left) loading hatch



Fig 22 Barn roof E truss (one of 3 similar trusses with reused C16 blades)



Fig 23 Barn roof: under-slate detail



Fig 24 Burmsdon Farmhouse from south



Fig 25 Cartshed east of barn from NW



Fig 26 Farm buildings from NE



Fig 27 Stables window left of door



Fig 28 Stables window right of doorway



Fig 29 Stables and barn from SW



Fig 30 Stables doorway with centre-fold door

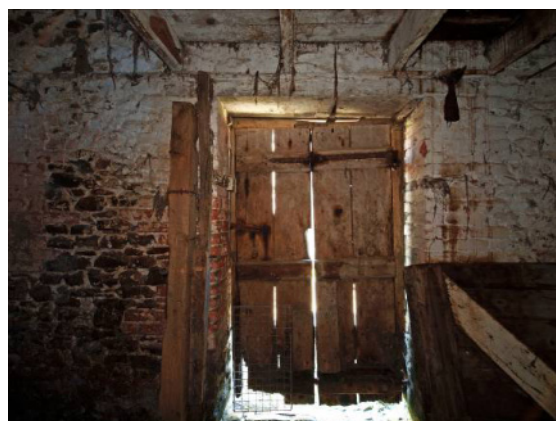


Fig 31 Doorway with centre-fold door



Fig 32 Stables NE corner: tack pegs

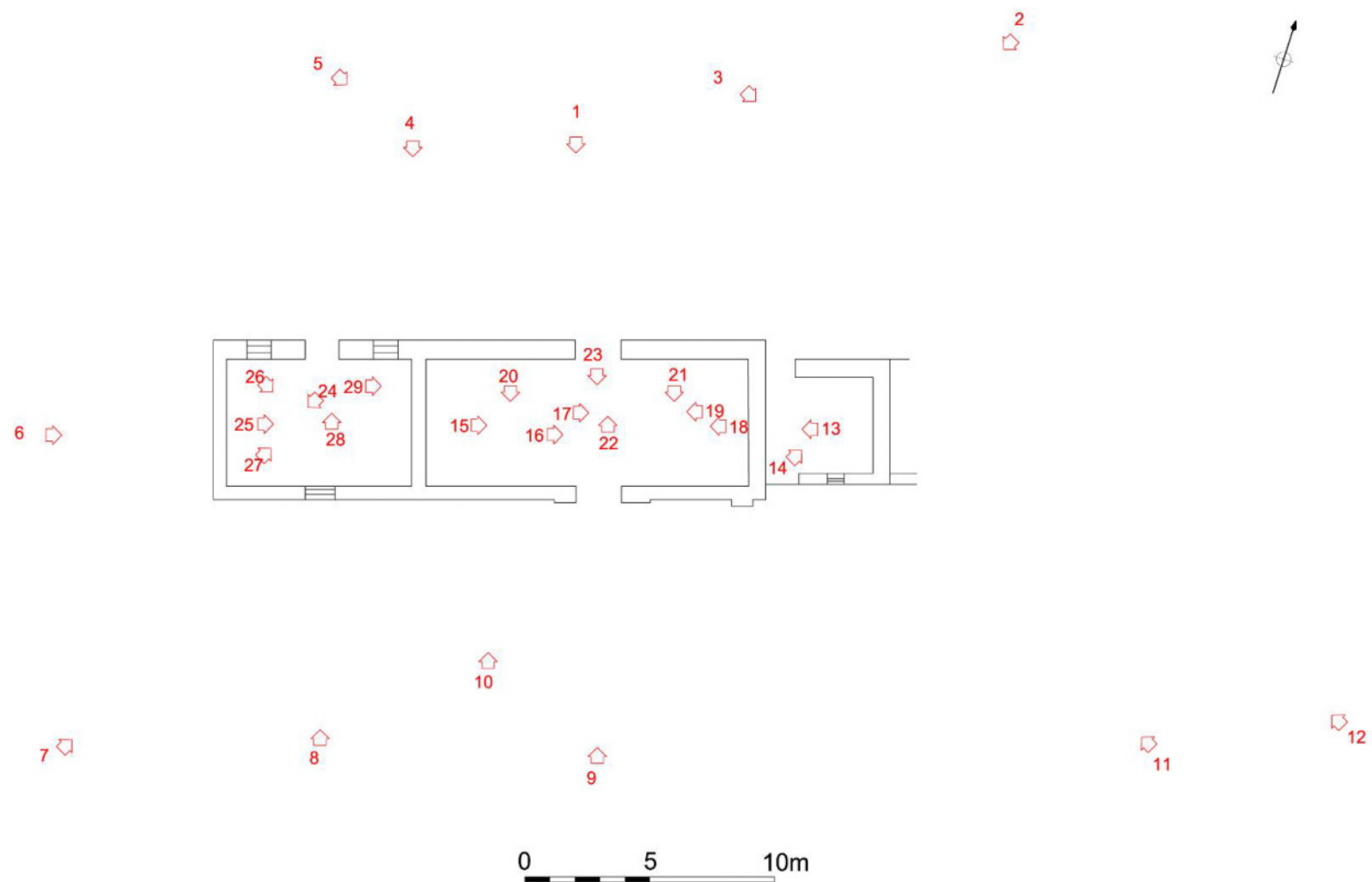


Fig 33 Locations of monochrome photographs

Appendix 1: Copy of planning brief

Cornwall Council – Historic Environment Service

BRIEF FOR HISTORIC BUILDING PHOTOGRAPHIC RECORDING

Date: 31 March 2011
Address: Burmsdon Farm, Pancrasweek, Holsworthy, Devon. EX22 7JX
Applicant: Mr R A Symons, Burmsdon Farm, Pancrasweek, Holsworthy, Devon. EX22 7JX
Agent: Mr Peter Wannacott, Drawfun Ltd., Rodds Bridge Farm, Lower Upton, Bude, Cornwall, EX23 0LS

Historic Environment Planning Advice Officer: Phil Copleston, Historic Environment Service, Cornwall Council, Room 82, Luxstowe House, Liskeard, Cornwall, PL14 3DZ Tel. 01579 341406, Email: pcopleston@cornwall.gov.uk

Local Planning Authority Officer: Steve Bacon, 3-5 Barn Lane, Bodmin, Cornwall, PL31 1LZ

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 archaeological recording at Burmsdon Farm to discharge condition 8 of planning application 2008/01094. The structures are recorded on the Tithe Map of 1840, and Ordnance Survey maps of 1880 and 1907. Vernacular and agricultural building remains are becoming increasingly rare and are worthy of recording prior to development.

2 Site Location and Description

The site of the barn at Burmsdon Farm is situated on the west bank of the River Tamar, 80m from the river bank, and 12m north of the alignment of the Tamar Lakes branch of the Bude Canal, which passes by the farm site. The barn is centred on Ordnance Survey grid reference SX 27984 06623.

3 Planning Background

Planning application 2008/01094 was submitted on the 27 May 2008 and was for the conversion of a barn to a dwelling. This application has been approved subject to Condition 8 which states:

No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation to be submitted by the applicant and

approved in writing by the Local Planning Authority in consultation with the County Archaeologist.

4 Historic Building Background

The barn at Burmsdon Farm is not Listed or Scheduled or otherwise separately recorded on the Cornwall & Isles of Scilly Historic Environment Record (HER). However, the HER record MCO13642 Burmsdon – Medieval Settlement states “The settlement of Burmsdon is first recorded in 1311 (b3). The name is English and means 'Beornmund's hill'. Burmsdon is recorded on the 1st Edition OS maps of 1813 and 1888 (b1, b2) and is still occupied”. The barn is recorded on the Tithe Map of 1840 within the parish of Launcells. As far as is known, no previous archaeological or building recording work has been undertaken at this location.

5 Requirement for Work

The present proposals will culminate in the potential destruction of material remains of the barn at Burmsdon Farm. It is therefore important that the barn is 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
- 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 for 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 on site works the Historic building 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, where appropriate.
- 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 Council Historic Environment Service and the Cornwall Records Office. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 8.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 8.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 8.4 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: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the appropriate organisation.

- 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 Courtney 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.
- 9.6 Only on completion of 9.1 to 9.4 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

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.
- 10.4 If significant detail is discovered, all works must cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forward.

Appendix 2: Written Scheme of Investigation

Historic Environment Projects, Cornwall Council



Burmsdon Farm barn: Written Scheme of Investigation for historic building recording

Client: Mr Royston Symons
Client contact: n/a
Client tel: 07780 685740
Client email: roystonsymons@uwclub.net

Site history

Burmsdon is situated on the east side of launcells parish and lies just inside the Cornwall/Devon border at SS 279 066

Burmsdon is first recorded as a settlement in 1311. The name is English and means 'Beornmund's hill'. The remains of a strip-field system at Burmsdon are visible on aerial photographs and were plotted as part of the National Mapping programme. The remains are sited within an area of Anciently Enclosed Land and are likely to be medieval in origin (source: Cornwall Historic Environment Record).

The course of the (now disused) Bude Canal lies immediately south of the farm.

Project background

Planning application 2008/01094 was submitted to NCDC on the 27 May 2008 and was for the conversion of a barn to a dwelling. This application was approved subject to Condition 8 which states:

No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation to be submitted by the applicant and approved in writing by the Local Planning Authority in consultation with the County Archaeologist.

A brief outlining the required recording works was prepared by Phil Copleston, Historic Environment Planning Advice Officer (HEPAO), on behalf of the County Archaeologist. This brief stated:

The present proposals will culminate in the potential destruction of material remains of the barn at Burmsdon Farm. It is therefore important that the barn is 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*
- *Internal arrangements*
- *Original fixtures and fittings*
- *Subsequent fixtures and fittings*
- *Evidence of use and status*
- *Date/period of initial build and subsequent alterations*

Historic Environment Projects was subsequently contacted by the owners and an estimate of costs was prepared and agreed. This Written Scheme of Investigation (WSI) sets out the intended works, the methodology employed and the arrangements for project monitoring.

Aims and objectives

The principal aim of the study is to gain a better understanding of the historic development and functions of the subject building. The objectives are to obtain an archaeological record of the site prior to alterations.

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 will be undertaken to be equivalent to a English Heritage Level 2 survey (see English Heritage 2006). It will comprise a walk-over, photographic survey and the production of brief building descriptions.

Pre-fieldwork

Rapid desk-based research will be undertaken, including historic cartographic information and any other readily available evidence.

Fieldwork: photographic recording

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- 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.

Fieldwork: description

Brief analysis of the building fabric will be undertaken on site (recorded as notes on vernacular building record forms or copies of measured drawings as appropriate).

Creation of site archive

Will include:

- Archiving of black and white photographs to HER standards. All monochrome photographs will be archived using the HE photo database.
- Digital colour photographs (stored according to HER guidelines and copies of images made available to the client).
- Vernacular building records.
- Completion of the English Heritage/ADS OASIS online archive index

Archive report

A brief report will include:

- Project background
- Aims and objectives
- Methodology
- Brief building descriptions
- Conclusions
- References
- Project archive index
- Supporting illustrations: location map, selected 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.

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. Archive standard negative holders and archive print holders, to be stored in the HE system until transferred to the Royal Cornwall Museum.
3. The project archive will be deposited initially at Restore Limited, Liskeard and in due course (when space permits) at Cornwall Record Office.

Timetable

The study is anticipated to be commenced during April 2011.

The archive report will be completed within a month of the end of the fieldwork. The deposition of the archive will be completed within 2 months of the completion of the archive report.

Monitoring and Signing Off Condition

Monitoring of the project will be carried out by Phil Copleston, 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 and summary note
- 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 80 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 follows the Institute for Archaeologists' Standards and Code of Conduct and is a Registered Organisation.

As part of Cornwall Council, HE 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, 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 Historic Environment 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:

Nigel Thomas BA MIFA

Senior Archaeologist responsible for management of projects relating to historic building recording and surveys of historic landscapes. Past work has included recording and structural analysis at Launceston and Restormel Castles, medieval chapels at Rame, Bodmin and Hall (Bodinnick), as well as landscape surveys at Lanhydrock park and Godolphin gardens. Project manager for historic building analyses at Tintagel Old Post Office, Cotehele House, St Michael's Mount summit complex and Trevice for the National Trust. Project team leader for the Lostwithiel Town Characterisation Study. Member of the IfA Buildings Group and Survey and Illustration Group.

Eric Berry

A freelance Historic Buildings Consultant, with extensive experience of Listing reviews for English Heritage and has surveyed and photographed numerous early buildings in Cornwall. Eric formerly worked as a Conservation Officer for Carrick DC and serves on the committee of the Cornish Buildings Group.

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 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

HE follows the Council's *Statement of Safety Policy*. For more specific policy and guidelines HE uses the manual *Health and Safety in Field Archaeology* (2002) endorsed by the Standing Conference of Archaeological Unit Managers.

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.

References

English Heritage, 2006. *Understanding Historic Buildings: A guide to good recording practice*. English Heritage, Swindon

Nigel Thomas

Senior Archaeologist

11th April 2011

Historic Environment Projects

Cornwall Council