



Hillhead Farm Cottage, Cornwall

Historic building roof analysis



Historic Environment Projects

Report No

2011R057

Report Name

Hillhead Farm Cottage, Stratton, roof analysis

Report Author

Eric Berry

Event Type

Historic building record

Client Organisation

Client Contact

Mrs J Coe
Mr B Rideout

Monuments (MonUID)

Fieldwork dates (From)

(To)

(Created By)

(Create Date)

04.03.2011

21.03.2011

Location (postal address; or general location and parish)

Hillhead Farm Cottage, Hillhead,
Binhamy Road, Stratton, Bude

(Town - for urban sites)

(Postcode)

Bude-Stratton

EX23 9AL

(Easting) X co-ord

(Northing) Y co-ord

SS 22630

06276



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

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Summary

Hillhead Farm Cottage is a grade II listed building built of cob and with a rag slate roof. Archaeological recording of the roof was required as one of the conditions for the consent for its repair and re-slating. The house is described as being probably 18th century in the list description but results from the historic building analysis and from the examination of the roof timbers suggest that the house probably dates from the 16th century and that the eaves were heightened and the building re-roofed in the late 18th century. The roof timbers had remained *in situ* and undisturbed since they were fitted to the building and the roof covering was original to the probable late 18th century date of the last re-roofing. An added interest to the roof construction is that it incorporates a number of reused ship's timbers.

Project background

Listed Building consent was granted by Cornwall Council to replace the existing roof covering at Hillhead Cottage (ref 2010/00664). Consent was granted subject to conditions, of which Condition 3 stated:

No development shall take place until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the Local Planning Authority.

Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5 –Planning for the Historic Environment, March 2010.

A brief was prepared by Phil Copleston, the local Historic Environment Planning Advice Officer, acting on behalf of the County Archaeologist. HE Projects were approached by the clients with a view to undertaking the necessary recording to satisfy the planning condition. Following agreement of a specification and costs, a Written Scheme of Investigation (WSI) was then prepared and agreed with the local planners. This report sets out the results of the study in line with the procedures set out in the brief and WSI.

Aims and objectives

The principal aim of the study is to gain a better understanding of the development of the house, as evidenced by its roof construction. The objectives are to obtain an archaeological record of the building prior to alterations.

The study is equivalent to an English Heritage Level 2 survey (see English Heritage 2006). It comprised a brief resume of historic material, followed by a descriptive and photographic survey.

Working methods

The intended working methods for this project are set out in the Written Scheme of Investigation (see Appendix 2). Rapid desk-based research was carried out, including historic cartographic evidence from Stratton parish Tithe Map (1842), the earliest large scale OS editions (c1880 and c1907) and information from Cornwall Council's Historic Environment Record.

Building recording fieldwork was carried out in two site visits during March 2011, the first from within the building when the roof covering was still intact. The second stage was undertaken after the roof slates had been removed and recording work was carried out from perimeter scaffolding. This enabled the roof timberwork to be recorded in more detail.

The principal recording method was a photographic survey. This included black and white photographs using a 35mm SLR camera fitted with suitable lenses including shift lenses and mounted on a tripod. Colour photographs were taken with digital SLR cameras with resolutions of 10 and 12 megapixels. A scale bar was included in all archive quality pictures where physically possible.

Post-fieldwork included archiving of results and the compilation of this report.

Location and setting

Topography and geology

The core of Stratton village is located on the sides of a north-south stream valley; Hillhead, as its name implies, is situated on the upper west side of the valley, where the land begins to drop away westwards towards Bude. Hillhead lies on the 60m OD contour. The bedrock geology here is sandstone of the Bude Formation; this is very evident where used in the local vernacular buildings.

Designations

Hillhead Farm Cottage is listed at grade II and its List description is as follows:

SS 22 06 BUDE-STRATTON BINHAMY ROAD, STRATTON 12/156 Hillhead Farmhouse – II House. Probably C18 origins, C19 alterations, C20 rear addition. Colourwashed and rendered, front hung with small slates, bitumen-painted rag slate main roof and lean-to roof, chimneys at gable ends. Original plan single depth. 3 window front. 4-panel front door under slated canopy. 3 first floor and 2 ground floor windows 2-light casements, 8 panes per light, middle window to first floor probably a C20 insertion. Interior not inspected.

No other conservation designations appear to apply to this property.

Site history

Hillhead Farm Cottage, located at NGR SS 222630 106276, is listed at Grade II. The listing description for the house records that it is of probable 18th century origin, with 19th century alterations, and a 20th century rear addition. The roof covering (until March 2011) was rag slates that have been treated in more recent years with bitumen to prevent slipping slates.

Building description

Building type

Hillhead Farm Cottage is a small house, possibly originally a farmhouse. Its roadside location was probably an important factor in its original construction and has probably contributed to its subsequent survival.

Date evidence

Hillhead is reputed to be the oldest house, or one of the oldest houses, to the west of Stratton, and is thought to date from the 16th century. A strong clue to the original date of the building is a chamfered and stopped cross beam in the living room. The ceiling joists relating to this survive but are not exposed to view. This ceiling structure may date from the origins of the building possibly as early as the 16th century, or the floor structure may date from the early 17th century relating to a flooring-in of a former open hall. Based on its general character and construction, the roof structure dates from the late 18th century but incorporates earlier reused ship's timbers. Late 18th century casement windows at the front of the house are probably coeval with the roof structure. A change in the character of the cob wall texture visible at the rear of the house towards the west end suggests that the house was heightened from an original eaves level that corresponds to the present first-floor window cill level. A lean-to at the west end of the house probably dates from the 19th century. An extension behind the hall was added probably in the mid-late 20th century.

Materials

The walls of the house are built from cob set on a stone rubble footing. The front elevation of the house has slatehanging over cob. The main roof is rag slate; the roof of the later lean-to at the west end of the building is dry Delabole slate with a gable end to the east and a hipped end at the west. At the east end of the house is an external stone rubble chimney breast surmounted by a slender modern brick chimney (the latter rising

from approximately 1st floor level). A red brick stack over the original west wall is probably a late 18th century or 19th century re-construction of an 18th century chimney.

Plan

The original part of the house is a 2-room single depth plan with the probable original hall (main living room) on the right (northeast end) and the parlour, on the left, the rooms separated by an entrance and stair hall. A lean-to 1-room plan extension at the southwest end of the building is linked to the parlour by a doorway cut through the original end wall.

Roof structure

See Figures 9-30

The principal purpose of the recording condition was to make an assessment and analysis of the roof structure. Based on its general construction and character, including its relatively low pitch, the roof appears to be late 18th century in date. There are four standard bays plus a hip bay at the southwest end. Most of the timber used is locally-grown oak used in its grown shape with little finishing to the surfaces. Some of the timbers are reused ship's timbers. The trusses are lapped and pegged at the collars and crossed, halved and pegged at the apices. The purlins are pegged to the cob wall-top at the east gable end. Otherwise all the timber is nailed with hand-made wrought-iron nails. An old or original plaster ceiling is fastened under the roof structure (below collar level) at the southwest end of the building. The vertical studs of two partitions rise through to the rafters except for above collar level. At the west end the wall-plate is now in two parts divided by the present brick chimney. However, the two parts belong to one former continuous timber that is a reused ship's timber with random-spaced tree-nail (trunnel) holes. Other identified reused ships timbers have similar detail. The rag roof slates that have been removed since the time of first inspection were clearly associated with the late 18th century re-roofing.

Results

The results show that the roof is a rare complete example dating from probably from the late 18th century and is probably coeval with the late 18th century casement windows that survive at the front of the house. Added interest is that the roof structure incorporates some reused ship's timbers. The roof is constructed from generally short lengths of local unhewn timber with purlins spanning only truss bays and some of the common rafters spanning only between purlins.

Significance

Hillhead Farm Cottage is a significant example of a small early house that was remodelled and re-roofed in the 18th century. This roof structure survives intact and is an important aspect of the historic interest of the house and it demonstrates local building traditions and reuse of some ship's timbers.

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 Stratton* (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 **2010125**

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: GBP 2190
3. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.Q-T\Stratton Hillhead Cottage roof 2010125
4. English Heritage/ADS OASIS online reference: cornwall2-101084

This report text is held in digital form as: G:\Historic Environment (Documents)\HE Projects\Sites\Sites S\Stratton Hillhead Cottage roof HBR 2010125\report\Hillhead Farm Cottage roof analysis.doc

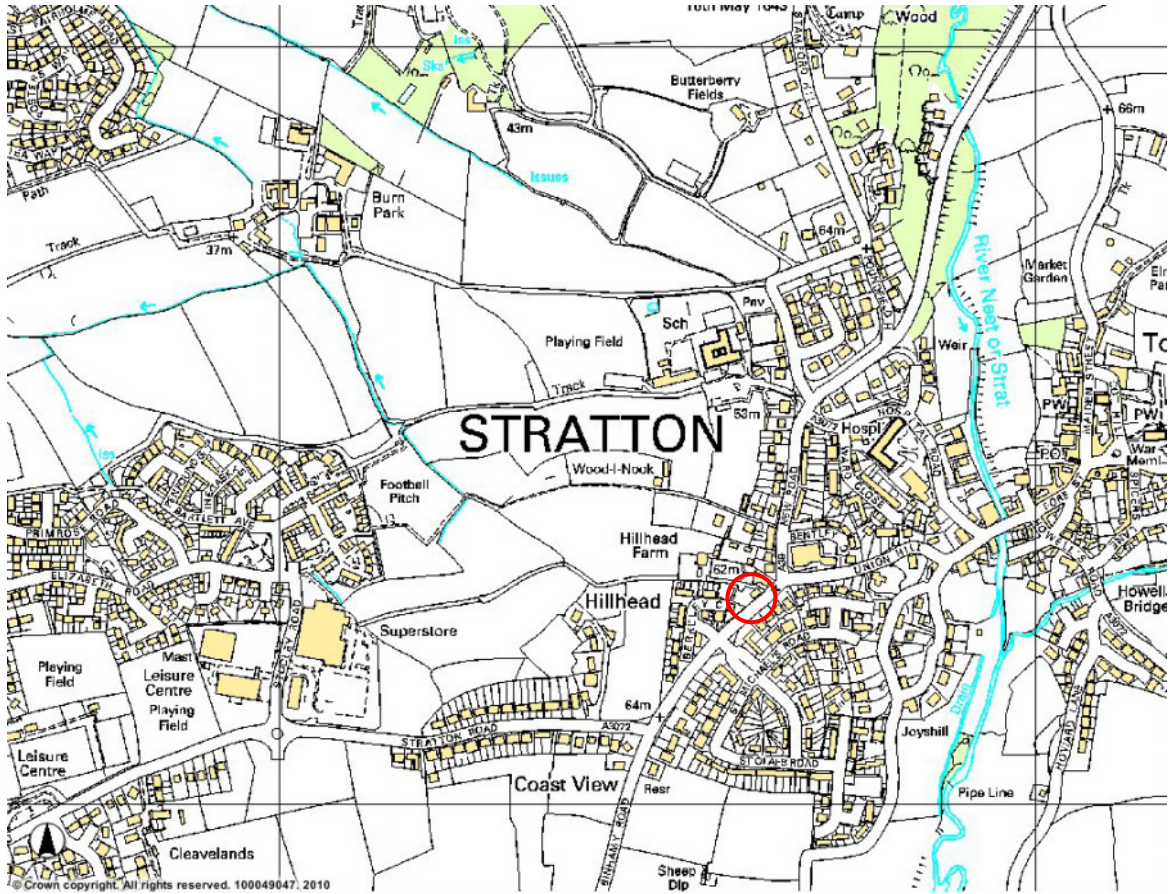


Fig 1 Location map



Fig 2 Extract from Stratton parish Tithe Map 1842

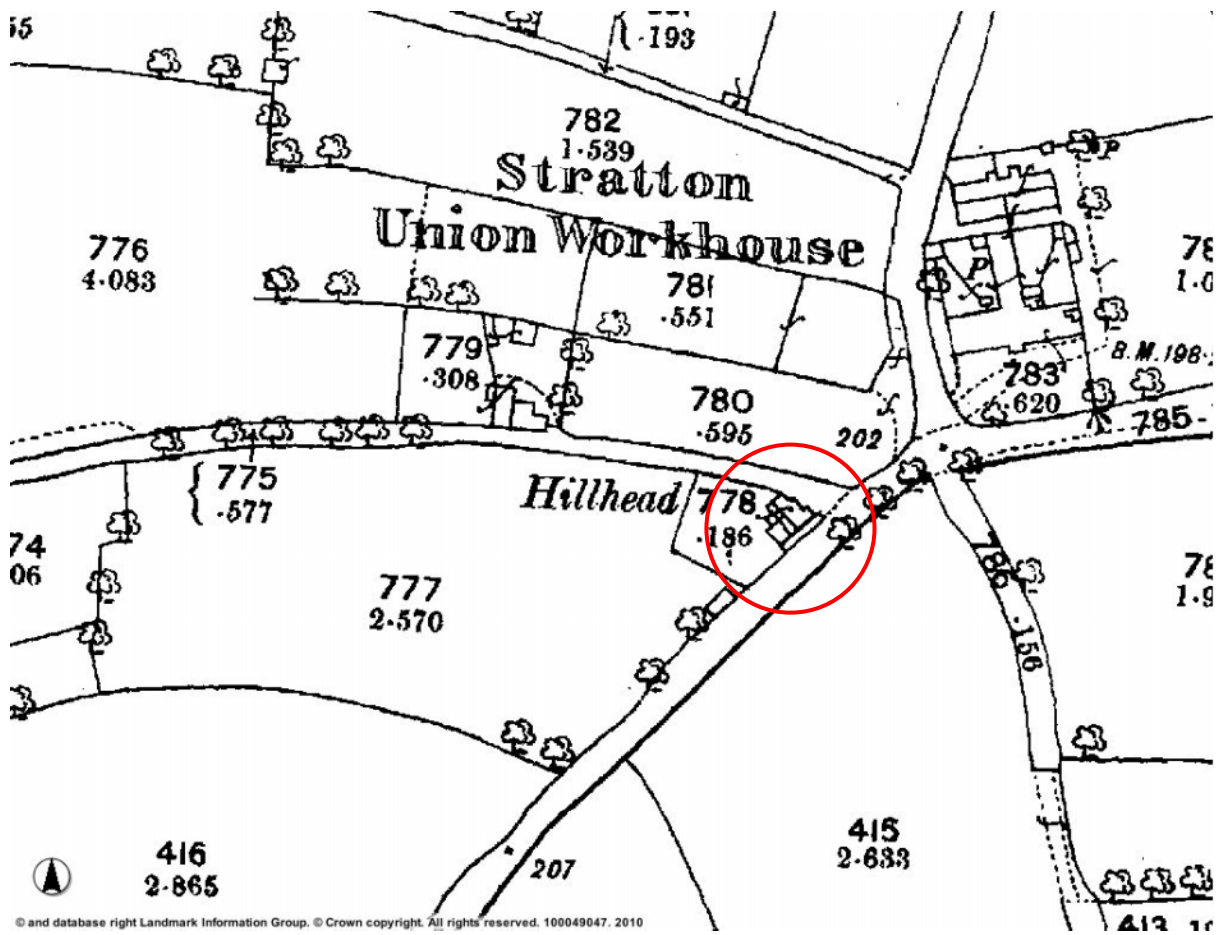


Fig 3 c1880 First Edition OS 25 Inch map

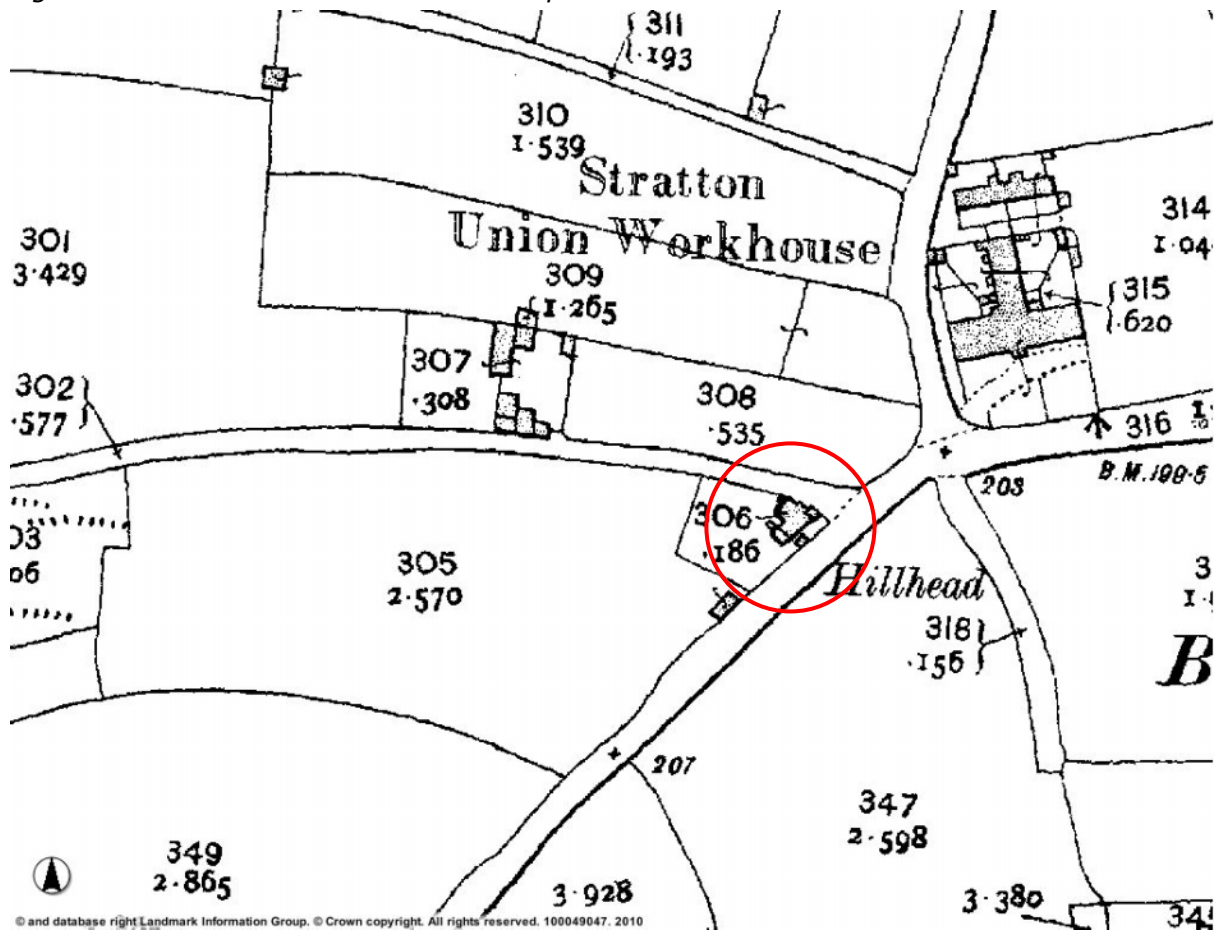


Fig 4 c1907 Second Edition OS 25 Inch map



Fig 5 Air photo 2005



Fig 6 Hillhead Farm Cottage SE front



Fig 7 East elevation from N



Fig 8 Rear from W



Fig 9 Roof space from SW with original rag slates in situ



Fig 10 Roof from below (note reused ship's timbers as common rafters left of ridge)



Fig 11 Roof timbers stripped of slates from N



Fig 12 Roof: north side, east end: random (grown) shapes denote probable local oak; straighter common rafters are reused ship's timbers (note purlins and some common rafters span short distances)



Fig 13 North roof slope right (west) of centre (note upper part of partition left of left-hand roof truss and remains of lath and plaster ceiling right of same truss)



Fig 14 North roof slope towards right (SW): hip coeval with main part of roof (note lath and plaster ceiling at this end of house); two short lengths of common rafter cut away to remove water tank



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Fig 20 South roof slope left of centre (note cob walling between rafters)



Fig 21 Roof from above facing west (note reused notched rafter at centre of image)



Fig 22 Roof from above towards east gable end



Fig 23: 4 rafters: reused ship's timbers



Fig 27 purlin junction detail



Fig 24: East ridge support detail



Fig 28 W wall-plate: reused ship's timber



Fig 25: E wall: purlin pegged to cob wall



Fig 29 Hip detail from south

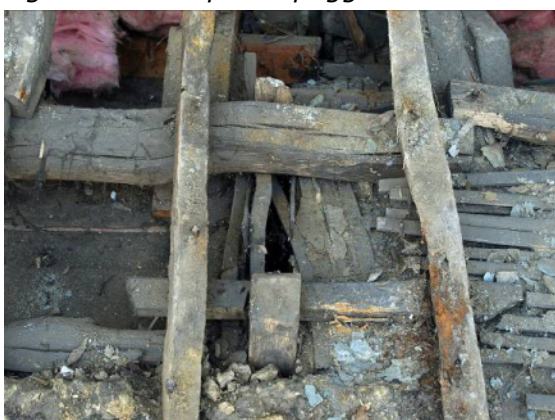


Fig 26 Partition east of central truss



Fig 30 South roof slope: partition detail

Appendix 1 Planning brief

Cornwall Council – Historic Environment Service

BRIEF FOR HISTORIC BUILDING PHOTOGRAPHIC RECORDING

Date: 27 August 2010

Address: Hillhead Farm Cottage, Binhamy Road, Stratton, Bude, EX23 9AL

Applicant: Mrs Janis Coo and Mr Brian Rideout, Hillhead Farm Cottage, Binhamy Road, Stratton, Bude, EX23 9AL

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, Planning & Regeneration, Cornwall Council, 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 Hillhead Farm Cottage to discharge condition 3 of planning application 2010/00664. This dwelling is recorded on the Cornwall & Scilly Historic Environment Record as a house of probably 18th century origins with 19th century alterations and a 20th century rear addition, and recorded on the Ordnance Survey Map of 1880. It is a Grade II Listed structure, but lies outside the Stratton Conservation Area. Vernacular remains are becoming increasingly rare and, in this instance, the roof structure is worthy of recording in its current condition prior to rebuilding and restoration.

2 Site Location and Description

The building is situated to the north west of Binhamy Road, south of the junction with Union Hill. The structure is centred on Ordnance Survey grid ref. SX 22630 106276.

3 Planning Background

Planning application 2010/00664 was validated on the 10 May 2010 and was for listed building consent for roof restoration. This application has been approved subject to 5 conditions. Condition 3 states:

No development shall take place until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the Local

Planning Authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPs5 – Planning for the Historic Environment, March 2010.

4 Historic Building Background

The Cornwall & Scilly Historic Environment Record records this building as HILLHEAD FARMHOUSE DCO7857 "House. Probably C18 origins, C19 alterations, C20 rear addition. Colour washed and rendered, front hung with small slates, bitumen-painted rag slate main roof and lean-to roof, chimneys at gable ends. Original plan single depth. 3 window front. 4-panel front door under slated canopy. 3 first floor and 2 ground floor windows 2-light casements, 8 panes per light, middle window to first floor probably a C20 insertion. Interior not inspected. Listing NGR: SS2263006273"

As far as is known, this building has not previously been inspected archaeologically.

5 Requirement for Work

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

NOTE 1: Due to the confined working space in the existing roof, it may be pragmatic to undertake the recording in two phases: a) to photograph the complete roof structure internally before the roof cladding is removed; and b) photograph the truss structure externally after the roof cladding is removed once the scaffolding is erected to provide elevated access.

NOTE 2: In this instance, it is the roof that is the focus of the recorder's attention, however some photographic recording of the underlying building and its streetscape setting may be required to set the recording of the roof into its appropriate structural and landscape 'context'.

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



Hillhead Farm Cottage, Stratton: Written Scheme of Investigation for historic roof recording

Client: Mrs J Coe and Mr B Rideout
Client contact: n/a
Client tel: 01288 356119
Client email: adbuild@btconnect.com

Site history

Hillhead Farm Cottage, located at NGR SS 222630 106276, is listed at Grade II. The listing description for the house records that it is of probable 18th century origin, with 19th century alterations and a 20th century rear addition. The present roof covering is of slates that have been treated in more recent years with bitumen to prevent slipping slates.

Project background

Listed Building consent has been granted by Cornwall Council to replace the existing roof covering (ref 2010/00664). This consent is subject to conditions, of which Condition 3 states:

No development shall take place until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the Local Planning Authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPS5 – Planning for the Historic Environment, March 2010.

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 roof. It is therefore important that the roof structure 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
- 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 development of the house, as evidenced by its roof construction. The objectives are to obtain an archaeological record of the building 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 brief review of readily available historic information, a photographic survey of the roof and the production of a brief building description.

Desk-based research

A rapid search will be made of readily available historic sources, including the Cornwall and Scilly Historic Environment Record, listing details, the parish Tithe Map (c1840), early OS editions (c1813, c1880 and c1907) and local histories. These will inform the fieldwork and subsequent analysis.

Fieldwork: photographic recording

The principal recording medium will be a photographic survey. This will be carried out during two site visits, the first to be timed before replacement work commences (to record the existing covering and available detail of the interior roof structure) and the second visit when roof replacement is underway to record remaining elements of the roof structure. Recording will comprise:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (with a resolution of 8 million pixels or higher), to be used to illustrate the report.

More general colour photography will also include the context of the roof, such as the principal building elevations and the immediate streetscape.

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 roof fabric will be undertaken on site (recorded as notes on a vernacular building record form or drawings as appropriate). A measured sketch will be made of a typical roof truss or important timber details.

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 OASIS record (online access to archaeological investigations)

Archive report

A brief report (written on HE's short report template) will include:

- Project background
- Aims and objectives
- Methodology
- Brief building and roof description (to augment/enhance the information already held in the listing description)
- Conclusions
- References
- Project archive index
- Supporting illustrations: location map, selected photographs
- Copies of the brief and WSI included as appendices

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 project archive will be deposited initially at Pound and Company, Penryn and in due course (when space permits) at Cornwall Record Office.

Timetable

The study is anticipated to be commenced during February 2011, with the two site visits programmed to occur in March 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 a month 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
- 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.

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

14th December 2010

Historic Environment Projects

Cornwall Council