



Outbuilding to rear of 17 Fore St, Gunnislake, Cornwall

Historic Building Record



Historic Environment Projects

Report No

2011R118

Report Name

Outbuilding to rear of 17 Fore St,
Gunnislake, Cornwall

Report Author

Nigel Thomas

Event Type

Historic building
record

Client Organisation

Mr Sean Bos

Client Contact

n/a

Monuments (MonUID)

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Fieldwork dates (From) (To)

16/8/2011

16/8/2011

(Created By)

NT

(Create Date)

17/8/2011

Location (postal address; or general location and parish)

17 Fore St, Gunnislake, Cornwall

(Town - for urban sites)

(Postcode)

PL18 9BN

(Easting) X co-ord

SX 43200

(Northing) Y co-ord

71702

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

Project background

A planning application (ref PA11/01499) submitted on the 16 February 2011 was for conversion of an outbuilding to the rear of 17 Fore St (aka Tudor House), Gunnislake to become a dwelling. This application was approved subject to six conditions. Condition 5 states:

The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority. The development shall be then implemented in accordance with said approved details.

Reason: The works is located in an area of archaeological significance where the recording of archaeological remains should be carried out prior to works taking place in accordance with Development Plan Policy CL6 of the Caradon Local Plan 1999

Gunnislake also lies within the Cornish Mining World Heritage Site. 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 (HE) was subsequently contacted by the property owner (with a view to satisfying the planning condition) and an estimate of costs was agreed. A Written Scheme of Investigation was prepared by HE and approved by the local planning authority (see Appendix 2).

Aims and objectives

The principal aim of the study was to gain a better understanding of the historic development and function(s) of the building. The objectives were to obtain an archaeological record of the site prior to alterations.

Working methods

The intended working methods were set out in the Written Scheme of Investigation and included a rapid résumé of historical sources followed by fieldwork. A site visit took place on 16th August 2011. This report sets out the results.

Location and setting

The building is located within the core of Gunnislake village at map ref SX 43200 71702 (see Fig 1). Gunnislake lies on the steep east facing valley side of the river Tamar. Geologically the village lies on granite (Bodmin Intrusion), the eastern end of Hingston Down ridge.

Designations

The following conservation designations apply to the area:

Cornish Mining World Heritage Site

Tamar Valley Area of Outstanding Natural Beauty

There are no listed buildings or Scheduled Monuments in the immediate area.

Historic/cartographic evidence

According to the Cornwall and Isles of Scilly Historic Environment Record the settlement of Gunnislake is first recorded in 1485. It has an English place-name containing either an Old English personal name or a local term for a mine openwork, plus 'stream' (b1). The modern settlement is large, and the original focus is uncertain although it appears likely that some buildings on Fore Street have a long history.

Some clues to the development of the village can be deduced from earlier mapping (see Figs 2, 3 and 4). The parish Tithe Map, surveyed in 1841, shows a small group of buildings at the junction of Fore Street and Under Road, where the Tavistock Arms and Post Office now are. The c1880 OS survey records a smithy here, and this is also shown on the c1907 map. The modern successor to this business is likely to be Gunnislake Garage.

Comparison of the Tithe Map and c1880 map indicate that Gunnislake had undergone rapid expansion in the middle decades of the 19th century, reflecting the industrial importance of the local mines and quarries, and probably a series of speculative developments to provide housing for workers. By the late 19th century the village had an Anglican church, various denominations of Methodist chapels and several public houses, as well as a range of shops and premises on Commercial Street and Fore Street (more detail on this is provided by Gillard *et al* 2004). 17 Fore Street and the subject outbuilding had all been built by this time.

The c1880 map is the first to show the subject outbuilding, which was then part of a group of structures, with another building to the west, a long probable lean-to on the north side and a smaller structure, now disappeared, on the south side nearer Under Road.

Building description

(See Fig 17)

Brief description and plan-form

The subject structure is a single-storey, two celled, near rectangular outbuilding, oriented east-west. Its east gable end is set at an angle and dominated by large folding wooden doors, fronting onto Under Road. The building's roofline follows the slope, running downhill towards the east gable end. All other windows and a smaller doorway are in the south wall. In the interior, the smaller room space at the west end is at a higher level, with steps down to the longer eastern room. Windows of the two spaces are also at corresponding heights to suit the different floor levels.

Although the building has a wooden loft floor in the eastern room, this is a late 20th century addition and does not appear to be part of its original design.

Site type

In general form the building appears to be a cart or carriage shed, with a small stable (probably large enough to accommodate a pair of horses) at the western end. It is nevertheless uncertain what the building was originally associated with, as there are no larger houses nearby. There is a likelihood that the building may have been originally associated with the Tavistock Arms or perhaps was built to serve some industrial purpose.

Context/relationship with nearby or adjoining buildings

The subject building clearly abuts the gable end of another slightly earlier outbuilding to the west. Although the southern wall is neatly aligned, the plan of the abutting structure is slightly deeper and the north wall does not form a proper NW corner, leaving a slight gap between the two buildings.

The subject building is adjoined by a long lean-to on the north side; this is also shown on early OS maps. Historic maps also show that a smaller building, most likely also a lean-to, with an associated small yard, also adjoined on the south side. There is now no trace of this.

Materials

Walls

The building is mostly constructed of granite masonry bonded with lime mortar. Granite pieces are angular and are probably waste material derived from local quarries (the large former Pearson's Quarry once dominated Gunnislake). Small drill marks are visible on some stones, indicating later 19th century granite splitting methods.

Original window and door openings on the south wall have red brick-built jambs; these bricks are also likely to be from local brickworks.

All wall surfaces (interior and exterior) have been lime-washed, suggesting a 'clean' more domestic purpose for the building.

Roof

The roof covering is sized slate with red clay ridge tiles. Above the west end room there are nailed tie beam roof trusses but the larger eastern room has simpler A-frames. Modern plastic guttering and down pipes have been added to the southern roof slope.

Floors

The western end room has a floor covering of rectangular tiles or paviers; these look regular and moulded and are probably fired brick/tile, possibly original. The floor of the eastern room appears to be rough beaten earth or screed.

A loft has been built above the lower eastern room. This is stepped to suit the sloping roofline and is supported on joists of varying sizes, with a rough floor made up of planks, reused doors and old panelling. The loft is clearly late 20th century and there is no clear evidence of an earlier floor. Loft access points include an opening in the eastern gable end above the main folding doors, as well as an interior access in an opening in the cross wall between the two room spaces. Some lighting for the loft will have been available from a high level window set approximately halfway along the south elevation.

Joinery

Planking in the large painted folding doors in the eastern gable end has been at least partially replaced. Pintail hinges appear to be originals.

Window and door joinery elements in the south wall are a mixture of different types; all appear to be replacements/reused parts from other buildings.

Exterior elevations

The northern long wall of the building is almost completely blank, with the exception of a high level slit ventilator (now blocked) towards the west end.

At its west end, the subject building abuts a slightly earlier granite masonry outbuilding (belonging to the neighbouring property). An opening into its loft survives from the time when this was a freestanding structure. A slight gap is evident at the north west corner as the later structure has a deeper plan.

The south wall is the main elevation for windows and doors. From the west end, the elevation has a layout of one door and four windows lighting the ground floor, with a slit ventilator above the doorway and a higher level window approximately halfway along the elevation. The windows and door are set at two different levels to suit the floor levels of the rooms inside.

All original door and window openings have brick-built jambs; a lower window opening about halfway along the elevation is an insertion with jambs of rough granite masonry. The easternmost window has been blocked with rough granite masonry, perhaps when another structure (shown on historic mapping) adjoined. It appears feasible that the inserted window slightly further west is a replacement for loss of the original opening. Map evidence would suggest that this had occurred before 1880.

The higher level window halfway along the elevation is clearly original, with three squared granite jambstones on its west side. This opening has been widened, with brick masonry now forming the east jamb. A wooden window with 4 panes of vertical glazing is an insertion, probably dating from the time of the widening.

The doorway at the western end of the elevation has been reduced by about 300mm (1ft) from its original width, and the threshold also raised and infilled with concrete steps. It is suggested that this doorway was originally designed for animal access, and is certainly wide and tall enough for carhorses.

The eastern end of the building is dominated by its large brown painted wooden folding doors on the ground floor and corrugated iron cladding to the apex of the gable. An short doorway/access into the loft area within the clad section may not be original. At the foot of the large doors is a threshold of dressed granite slabs. Some of these have holes, probably for former door bolts.

Left (south) of the elevation is the truncated remains of a stone yard wall, probably the property boundary before Southmead bungalow was built, and may have also been associated with structures mapped here c1880.

Interior/layout

A masonry cross wall separates the two room spaces approximately a third of the way along the length of the building. This wall is not tied in at its northern end, and there is a wide gap with steps providing access between the two rooms.

Aside from the paving in the west room, there are few features in the room spaces to note. The remains of a chamfered wooden peg board between the doorway and window of the west room may be an original feature, although a cut end suggests it has been reused/inserted.

Aside from levels there are detail differences between the window openings of the two rooms. The window of the west room has a proper angled reveals, whereas the two original openings in the east room have squared interior jambs. The west room window also has a granite outer sill, whereas the only surviving sill of the east room is slate.

Conclusions

Despite detail differences between the western and eastern ends, the building seems to be of one build. Map evidence clearly dates it between 1841 and c1880, and this is supported by the physical evidence. The building has only undergone minor changes since it was first constructed.

The lower end room space is generous for a cart/carriage shed and if indeed this was its original purpose then it may have also incorporated a workshop and harness store. More recent uses seem to have been for storage only; the lack of turning space (fronting as it does onto a narrow street with a terrace of houses opposite) has meant that modern larger vehicles would have trouble accessing it.

Recommendations

Although the current plans for conversion do not include it, there is scope to reopen the blocked original window towards the eastern end of the south elevation. This would provide significantly more light into the proposed living room.

References

Primary sources

Ordnance Survey, c1880. *25 Inch Map* 1st Edition (licensed digital copy at HES)
Ordnance Survey, c1907. *25 Inch Map* 2nd Edition (licensed digital copy at HES)
Tithe Map and Apportionment, 1841. *Parish of Calstock* (digital copy at CRO)

Publications and reports

Gillard, B and The Cahill Partnership, 2004. *Cornwall Industrial Settlements Initiative: Gunnislake*. Historic Environment Report No: 2004R088

Websites

www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=MCO14644&resourceID=1020
Historic Environment Record for Gunnislake

Project archive

The HE project number is **2011072**

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. Electronic drawings stored in the directory R:\Historic Environment (CAD)\CAD Archive\Sites G\Gunnislake 17 Fore St 2011072
3. Black and white photographs archived under the following index numbers: GBP 2199

4. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.E-H\Gunnislake building rear of 17 Fore St 2011072
5. English Heritage/ADS OASIS online reference: cornwall2-113763

This report text is held in digital form as: G:\ Historic Environment (Documents)\HE Projects\Sites\Sites G\Gunnislake coach house at 17 Fore Street HBR 2011072\report\Outbuilding to rear of 17 Fore St 2.doc

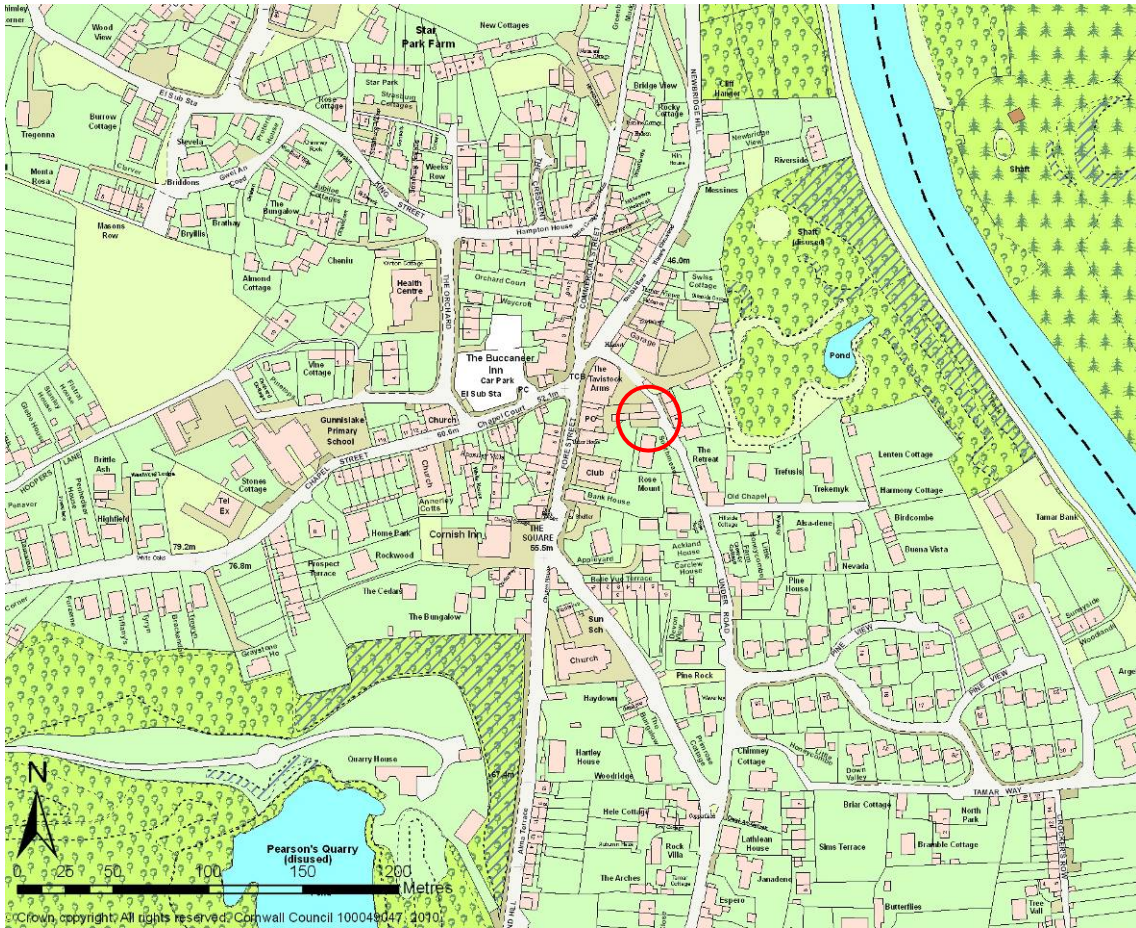


Fig 1 Location map



Fig 2 Extract from Calstock parish Tithe Map, 1841

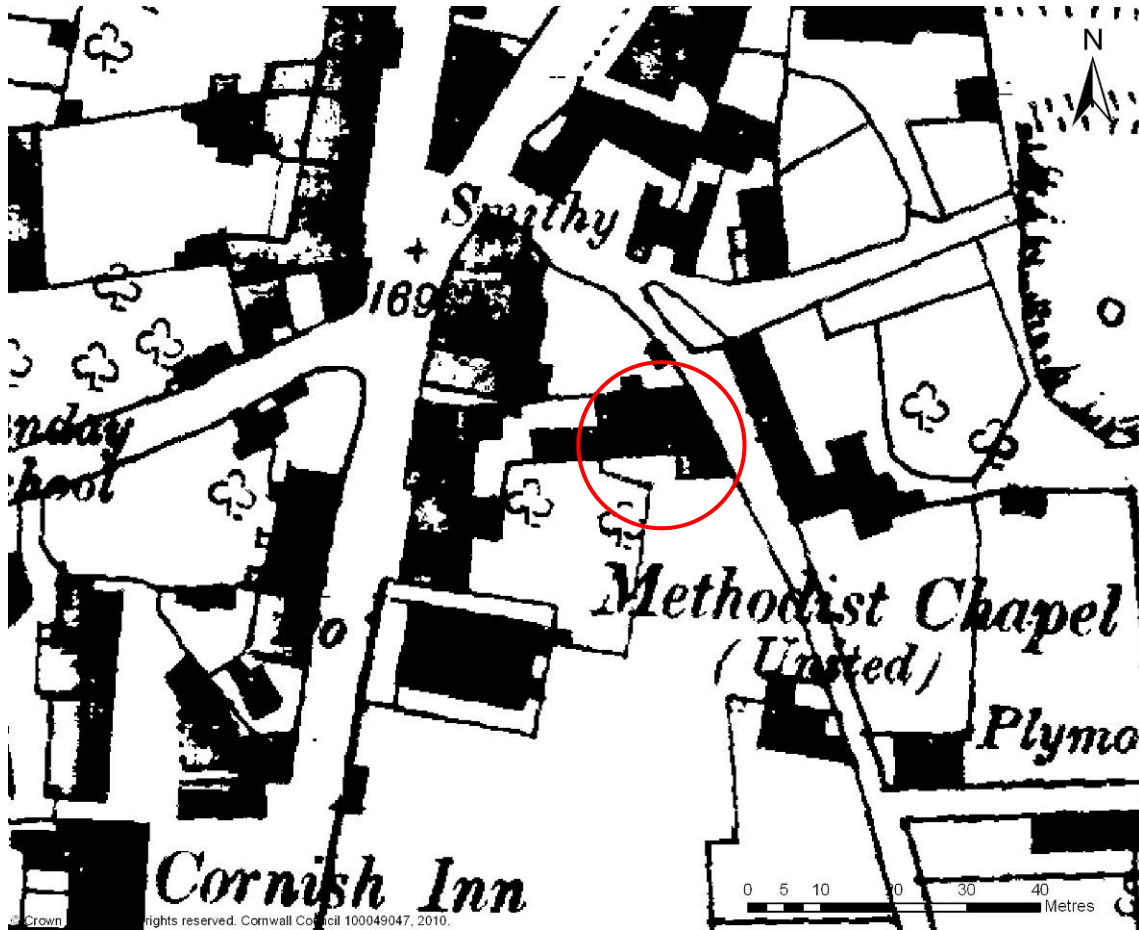


Fig 3 Extract from the First Edition OS 25 Inch Map, c1880

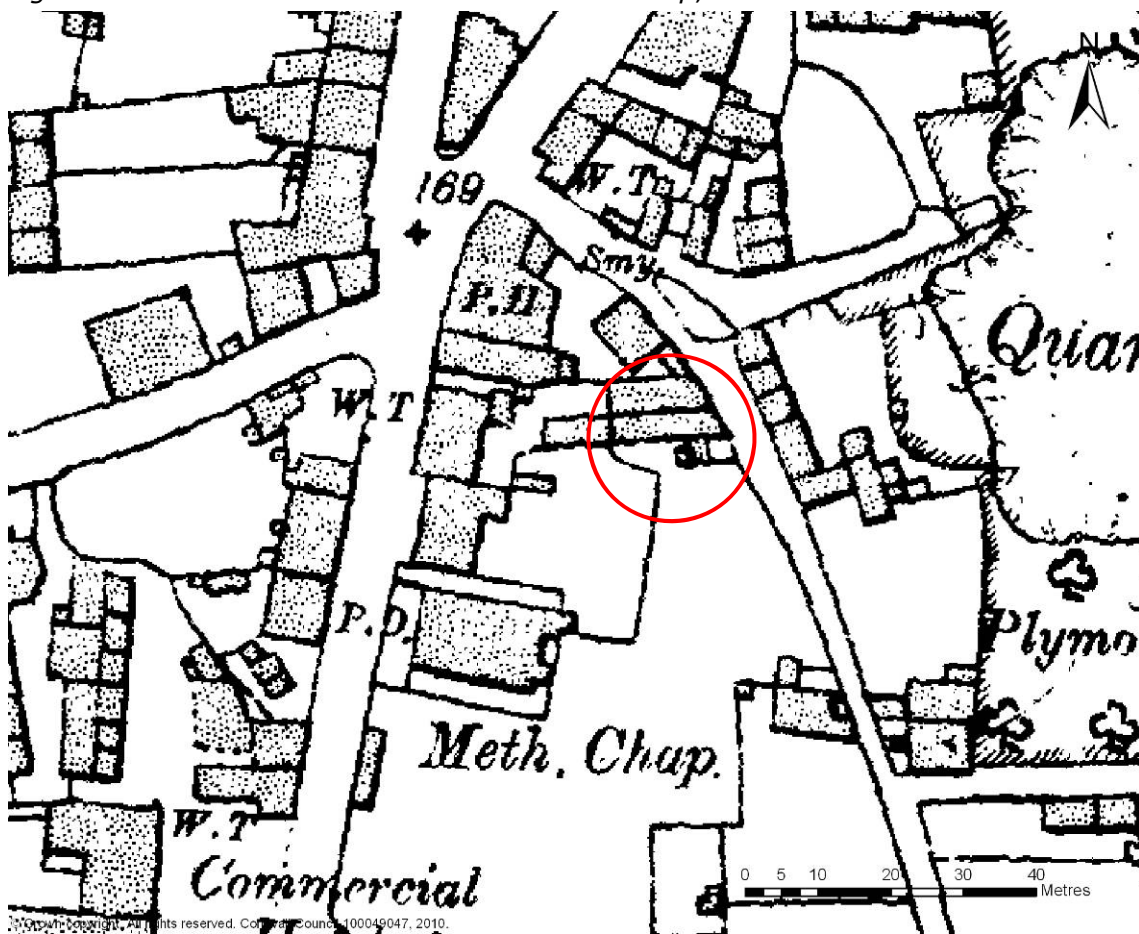


Fig 4 Extract from the Second Edition OS 25 Inch Map, c1907

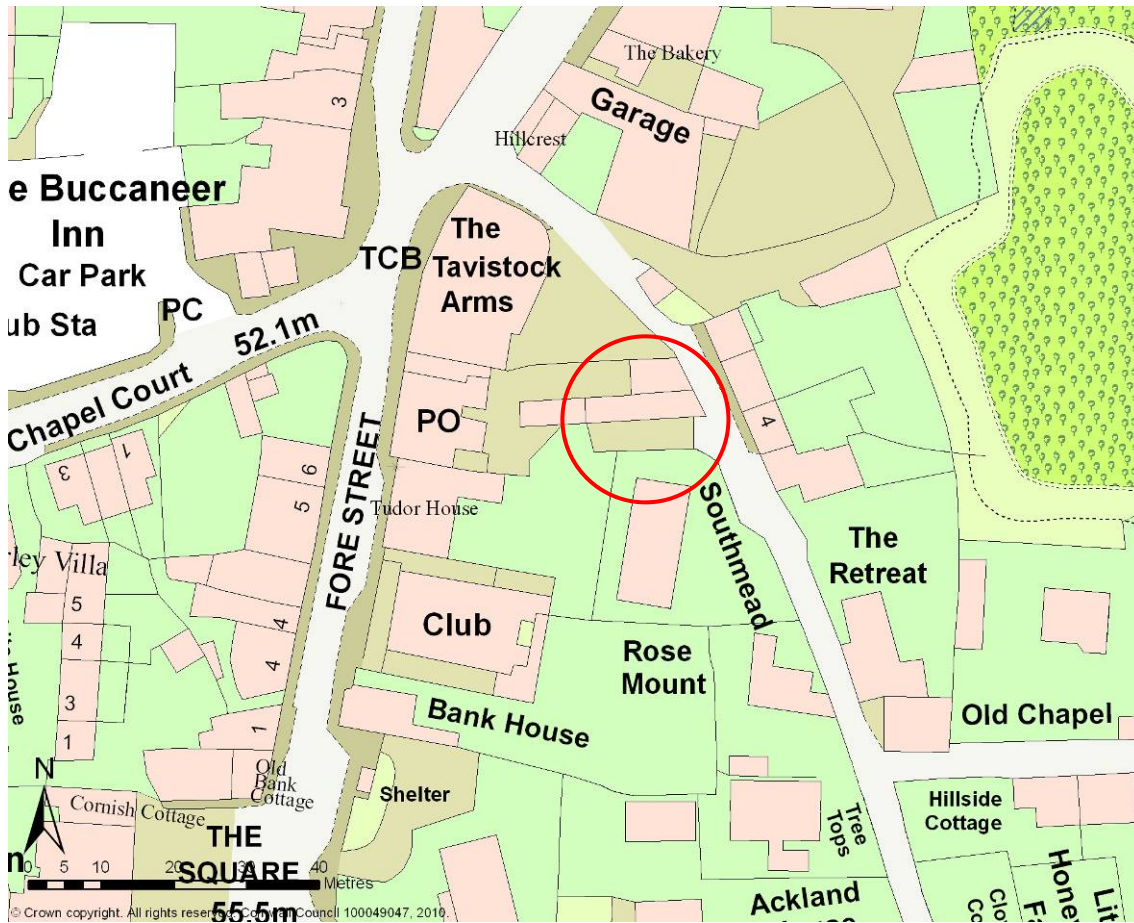


Fig 5 OS MasterMap 2010

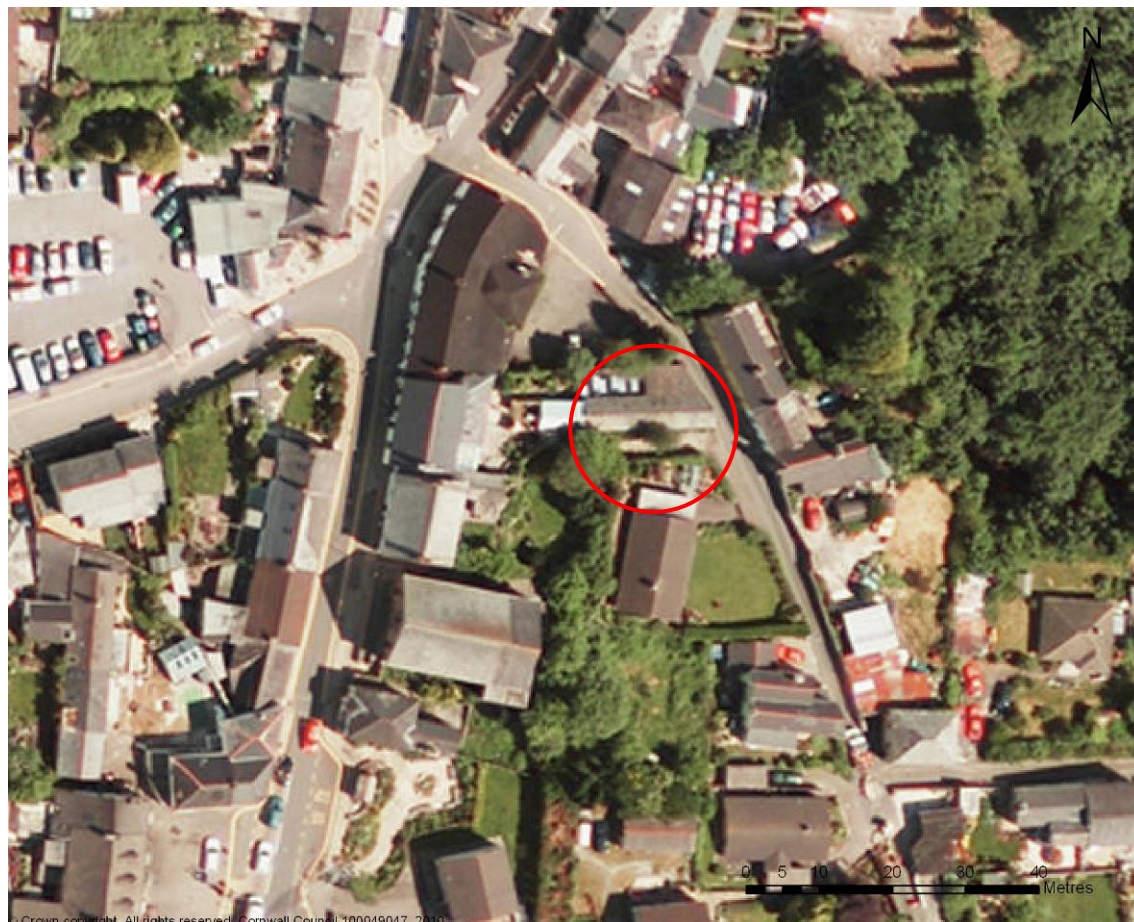


Fig 6 Air photograph, 2005



Fig 7 A view along the south elevation, looking NE



Fig 8 Eastern gable end and principal entrance, fronting onto Under Road



*Fig 9 Window lighting upper (western) end of building, with original granite sill
Window frames and glazing are earlier 20th century replacements*



Fig 10 Partially blocked window in south wall



Fig 11 Pair of openings in south wall

The upper opening with granite jambstones is original but widened to the right where brickwork has been inserted. The lower window is an insertion with stone jambs created, the opening subsequently partially infilled with brickwork



*Fig 12 Gable of neighbouring building at west end, abutted by the subject outbuilding
The window would have lit the loft of this structure before the later building adjoined it*



*Fig 13 Interior of the west end
Note the doorway, which has been reduced in width and its threshold raised, also the ventilation slit above*



Fig 14 Detail of the ventilation slit above the doorway



Fig 15 Rectangular paving slabs in the floor at the west end room



*Fig 16 Interior of the eastern room, looking E towards the main doorway
A blocked original window opening is located to the right of the ranging pole. The loft
floor joists and planking are late 20th century*

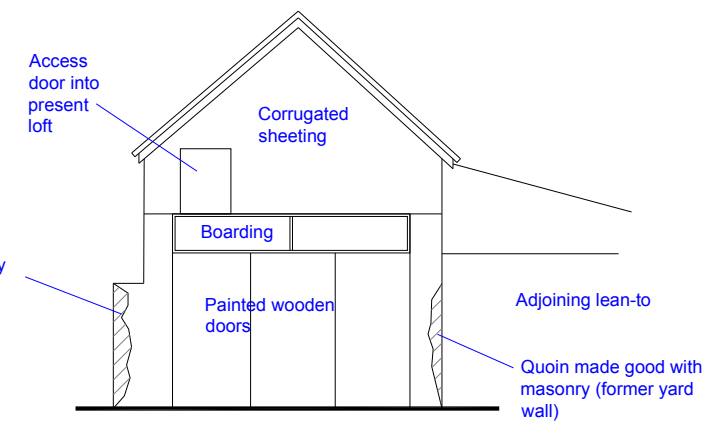
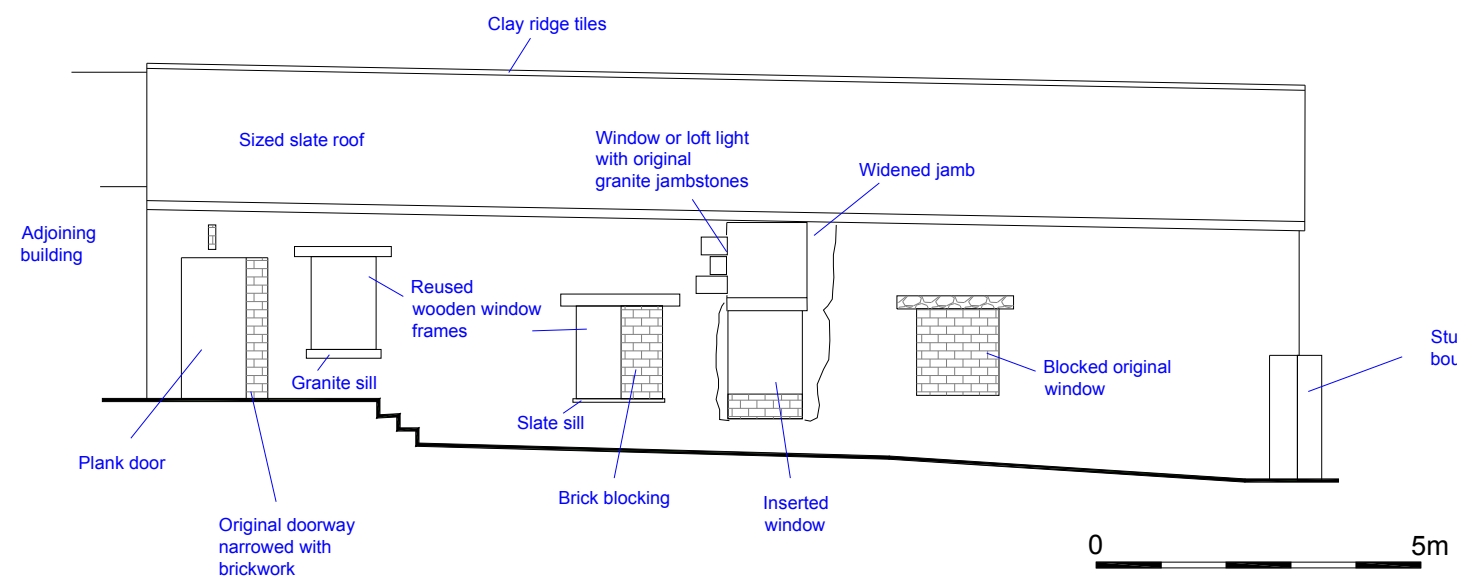
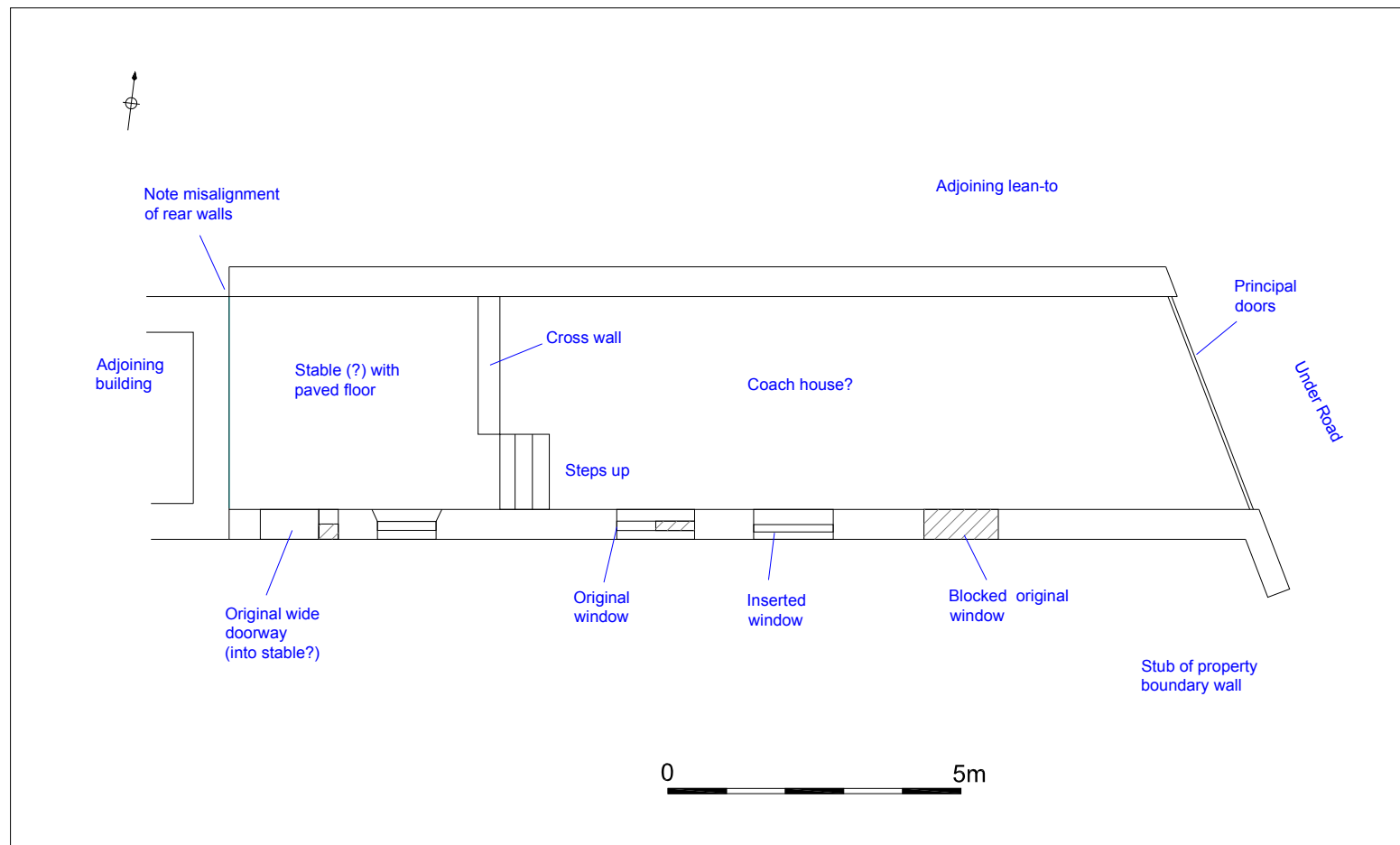


Fig 17 Plan and elevations of building
(based on planning drawings kindly supplied by client)

Appendix 1: Copy of Planning Brief

Cornwall Council – Historic Environment Service

BRIEF FOR HISTORIC BUILDING PHOTOGRAPHIC RECORDING

Date: 01 July 2011
Address: Gunnislake Stores, 17 Fore Street, Gunnislake, Cornwall, PL18 9BN
Site: Buildings to the rear of 17 Fore Street, Gunnislake, Cornwall, PL18 9BN
Applicant: Sean Bos, 17 Fore Street, Gunnislake, Cornwall, PL18 9BN
Agent: Stephen Hunkin

Cornwall Council Historic Environment Service

No. of Employees: 33
Head Office Address: Kennal Building, Old County Hall, Station Road, Truro, Cornwall, TR1 3AY
Tel: 01872 323603 Fax: 01872 323811
e-mail: hes@cornwall.gov.uk
Website: www.cornwall.gov.uk
Responsible post-holder: Alyson Cooper, Historic Environment Services Manager
Contact for commercial services: Andrew Young, Historic Environment Projects Officer, Tel: 01872 322534, Fax: 01872 323811, e-mail: ayoung@cornwall.gov.uk

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: Jonathan Luker, Cornwall Council, Room 82, Luxstowe House, Liskeard, Cornwall, PL14 3DZ

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 17 Fore Street, Gunnislake to discharge Condition 5 of planning application PA11/01499. The structures are recorded on the Ordnance Survey Map of 1907. Vernacular architectural remains are becoming increasingly rare and are worthy of recording prior to development.

2 Site Location

The site is located at Ordnance Survey grid reference SX 43200 71702.

3 Planning Background

Planning application PA11/01499 was submitted on the 16 February 2011 and was for the conversion of former coach house/garage to dwelling. This application has been approved subject to six conditions. Condition 5 states:

The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority. The development shall be then implemented in accordance with said approved details.

Reason: The works is located in an area of archaeological significance where the recording of archaeological remains should be carried out prior to works taking place in accordance with Development Plan Policy CL6 of the Caradon Local Plan 1999

4 Requirement for Work

The present proposals will culminate in the potential destruction of material remains of buildings to the rear of 17 Fore Street, Gunnislake. It is therefore important that these buildings are recorded to an appropriate level and that the results are made available to interested parties. In this particular instance an archive standard photographic record will be made together with a brief report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder needs to consider:

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

5 General Methodology

- 5.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 5.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 5.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 5.4 All of the latest Health and Safety guidelines shall be followed on site.
- 5.5 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.
- 5.6 Terminology will be consistent with the English Heritage Thesaurus.

6 Site Recording Methodology

- 6.1 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.
- 6.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.
- 6.3 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.

7 Results

- 7.1 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.
- 7.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 7.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 7.4 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.

8 Archive Deposition

- 8.1 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.
- 8.2 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.
- 8.3 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.

- 8.4 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.
- 8.5 A summary of the contents of the archive shall be supplied to the HEPAO.
- 8.6 Only on completion of 8.1 to 8.4 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

9 Monitoring

- 9.1 The HEPAO will monitor the work and should be kept regularly informed of progress.
- 9.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.
- 9.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.
- 9.4 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

Coach house at 17 Fore Street, Gunnislake: Written Scheme of Investigation for historic building recording

Client: Gunnislake Stores
Client contact: Sean Bos
Client tel: 07786 683835
Client email: gunnislakestores@hotmail.co.uk

Project background

A former coach house to the rear of 17 Fore Street, Gunnislake is depicted on the Ordnance Survey Map of 1907. Planning application PA11/01499 was submitted on the 16 February 2011 and was for the conversion of the building to become a dwelling. This application was approved subject to six conditions. Condition 5 states:

The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority. The development shall be then implemented in accordance with said approved details.

Reason: The works is located in an area of archaeological significance where the recording of archaeological remains should be carried out prior to works taking place in accordance with Development Plan Policy CL6 of the Caradon Local Plan 1999

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 buildings to the rear of 17 Fore Street, Gunnislake. It is therefore important that these buildings are recorded to an appropriate level and that the results are made available to interested parties. In this particular instance an archive standard photographic record will be made together with a brief report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder needs to consider:

- *Site layout and organisation*
- *Function*
- *Materials, method of construction*
- *Fenestration*
- *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.

Project extent

The building is located at grid ref SX43200 71702 and is shown on the map below:



Aims and objectives

The principal aim of the study is to gain a better understanding of the historic development and function(s) of the structures. 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.

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 (8MP 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).

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

- Copies of the planning brief and approved Written Scheme of Investigation

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 PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.

Timetable

The study is anticipated to be commenced during August 2011.

The archive report will be completed within a month of the end of the fieldwork. Deposition of the archive will be completed within 2 months of the completion of the 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 100 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 expected project team is likely to include one or more of the following:

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.

Joanna Sturgess BA

Archaeologist with HE, with a wide range of experience in recording historic buildings, landscapes, excavation and post-excavation. Past historic building works have included Cutmadoc Farmhouse, Lanhydrock; City Wharf, Truro; Harvey's Foundry, Hayle; Boswednack Serpentine works, Porthmeor farm and various mining sites. Other projects include Gwithian's past excavations, Lemon Quay excavation, Goonhilly Earth Station survey, Lower Boscaswell and Trevesa in West Penwith landscape surveys. Expertise includes archaeological use of CAD software and survey.

Sean Taylor BA AIFA

Archaeologist with HE, with a range of experience in undertaking archaeological assessments, excavations, evaluations, and watching briefs, and also landscape surveys. Also some experience in recording historic buildings. Past projects include supervising the Mitchell to Newlyn East SWW watching brief, and the Tremough, Scarcewater, and Tregony excavations. A large number of assessments have been carried out on road schemes, SWW pipelines, and various smaller projects. Landscape surveys include six assessments on the Lizard as part of the HEATH project and a number of surveys for the National Trust. Experienced user of AutoCAD, GIS, and EDM survey equipment. Holder of a CSCS card and qualified first aider.

James Gossip BA MIFA PGDip in Post-Excavation Studies

Archaeologist with HE with 23 years field experience, specialising in the excavation of archaeological sites and subsequent post-excavation analysis. Also undertakes historic buildings survey including the use of Total Station survey equipment. Work in this field has included surveys of various Cornish mine sites and historic building analysis at Cotehele House. Recent projects include site direction of major open-area excavations at Tremough, Truro College and the new Richard Lander School, focussing on Bronze Age and Iron Age ritual and settlement activity. Also involved in community based outreach programmes including Sense of Place, Cornwall Archaeological Society excavation, Lizard Ancient Sites Network, St Piran's Trust and Meneage Archaeological Group. Expertise includes use of Total Station EDM, CAD software and excavation of human remains. Holder of a CSCS card and qualified first aider.

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

8th August 2011

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Cornwall Council