



# **St Anthony's Battery, Cornwall**

## **Archaeological Survey and Recording**



**Historic Environment Projects**



# **St Anthony's Battery, Cornwall**

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The historical research was provided by Adam Sharpe.

The Project Manager was Adam Sharpe, the Project Officer was Sean Taylor.

The mechanical excavation of the site was carried out by Phil and Chris Green. Phil White, NT Warden, and Bill Makin, Area NT Warden visited the site and assisted with the interpretation, as did James Parry, NT Archaeologist. Adam Sharpe assisted with the EDM survey and Carl Thorpe identified and photographed the finds.

The views and recommendations expressed in this report are those of Historic Environment Projects and are presented in good faith on the basis of professional judgement and on information currently available.

## **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.



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## **Cover illustration**

Stores 8, 7, and 6 (l-r) during excavation of the gun emplacement, facing south west

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## **Abbreviations**

CRO	Cornwall County Record Office
EDM	Electronic Distance Measurer
EH	English Heritage
HER	Cornwall and the Isles of Scilly Historic Environment Record
HE	Historic Environment, Cornwall Council
MCO	Monument Cornwall (NRHE site ID number)
NGR	National Grid Reference
NRHE	National Record of the Historic Environment
NT	National Trust
OS	Ordnance Survey
PRN	Primary Record Number in Cornwall HER
PRO	Public Record Office
RDA	Rural Development Agency
RIC	Royal Institution of Cornwall
SWCP	South West Coast Path

## **1 Summary**

This report summarises, and acts as an archive for, the results of the 2012 excavation of an early twentieth century gun emplacement, part of a two-gun battery, at St Anthony's Head, Roseland (SW 84756 31195). The project forms part of "*Unlocking our coastal heritage – protecting the cultural corridor*", a scheme with the aims of conserving, enhancing, and managing sites on or near the South West Coast Path (SWCP).

The battery formed part of a network, with sites at St Mawes and Pendennis, of defences for Falmouth in the first half of the twentieth century.

The project comprised three stages: desk-based assessment, excavation, and historic fabric recording, the latter comprising a measured survey and a photographic record.

Some recommendations are made for the consolidation, management, and interpretation of the site.



## 2 Introduction

### 2.1 Project background

As part of a wider project delivered through the Rural Development Agency (RDA), the South West Coast Path team (SWCP) and the National Trust (NT), a number of archaeological sites have been selected in order to better conserve, enhance, and manage them. The sites were chosen on the basis that they were on or adjacent to the South West Coast Path and that they are currently at risk of being irreparably damaged or lost, or could be made more accessible for wider audiences. This strand of the project is entitled "Unlocking our coastal heritage – protecting the cultural corridor".

The site on St Anthony's Head (Fig 1) currently comprises the remains of a World War II coastal battery (MCO28696) that formed part of the network of defences for Falmouth. The surviving permanent buildings of the fort are of national and typological significance. They are an excellent example of late 19th century through to mid-20th century coastal defensive structures with clear potential for their presentation and interpretation to be enhanced. The site is well visited, the coast path running across the two infilled gun emplacements, and the implementation of this project would allow for a much greater level of visitor engagement and enjoyment, and help inform future management.

The overall scheme of works proposed comprises conservation and consolidation work to the built structure shell hoist following the excavation of the eastern-most gun emplacement (SW 84756 31195). The excavation elements consisted of the full excavation of the interior of one of the gun emplacements. Overall the work will enable safe future public access and use of the site, a clearer understanding of the archaeological resource, and will allow for informed management and conservation recommendations in relation to the threatened site to be made.

### 2.2 Aims

The principal aim of the project was to gain a better understanding of the degree of survival of the detail of the infilled eastern gun pit through its excavation and recording, and to undertake works which would assist in its future presentation to the public by the National Trust, who own and manage the site. The project objectives were to undertake the controlled excavation of the debris infilling the eastern gun pit and the production of an illustrated report on the results, with a particular focus on interpretation, presentation, and understanding.

### 2.3 Methods

All recording work was undertaken according to the Institute for Archaeologists *Standards and Guidance for Archaeological Investigation and Recording*. Staff followed 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.

#### 2.3.1 Desk-based assessment

During the desk-based assessment published and unpublished sources were consulted in order to obtain information about the history of the site and the structures and features that were likely to survive. The main sources consulted were as follows:

- Published sources
- Historic maps, including, where relevant:
  - Joel Gascoyne's map of Cornwall (1699)
  - Thomas Martyn's map of Cornwall (1748)
  - OS 1 inch survey (c1810)

- Parish tithe maps (c1840)
- 1<sup>st</sup> and 2<sup>nd</sup> Editions of the OS 25 inch maps (c1880 and c1907)
- Copies of military plans held in the Public Record Office (PRO), where available
- Modern maps
- Historic aerial and ground photographs, where available

### **2.3.2 Fieldwork**

Fieldwork took place in August 2012.

#### **2.3.2.1 Excavation**

The excavation comprised the removal of all of the demolition material infilling the eastern gun pit at St. Anthony's Battery. The gun pit is 12.5m in diameter and the rubble infill was 2m deep, resulting in a requirement to excavate approximately 300m<sup>3</sup> of reinforced mass concrete and concrete blockwork and rubble. The bulk of this material was removed from the gun pit using a mechanical excavator stationed adjacent to it and working under the close direction of the site archaeologist. Plans and photographs of the battery, or of equivalents elsewhere in Britain, were studied in advance of the excavation in order to guide this work and to identify any features such as mountings or fixings which might have survived beneath the rubble in order to avoid damage to them during this process.

The final stages of the excavation comprising the removal of the basal layer of the rubble deposit was undertaken by hand to avoid damage to the gun pit and its surviving features.

During the excavation the removed rubble was scrutinised to check whether it included any significant artefacts. Disposal of the rubble was undertaken by the National Trust.

#### **2.3.2.2 Recording (general)**

Recording of the gun pit was undertaken at various stages during the excavation. A measured and photographic survey of the infilled gun pit and its immediate surroundings was undertaken prior to any works taking place. Detail revealed by the work was recorded photographically as the excavation proceeded; general views of the excavation process were also taken. Once the gun pit had been completely emptied and cleaned up, a detailed measured survey of its interior was undertaken. This was achieved with the use of an EDM (Electronic Distance Measurer) total station. All plans have been tied to the National Grid and related to OS datum.

All recovered artefacts have been retained initially; decisions as to whether any should be discarded will be agreed on an item by item basis with the NT Archaeologist and Ranger. Fixtures and fittings were left *in situ*. Where these are of materials which might have the potential to degrade rapidly if left exposed, appropriate measures to protect them pending conservation by the NT were discussed with the NT Archaeologist. An artefact catalogue has been prepared.

#### **2.3.2.3 Recording (photographic)**

Archive quality photographic recording of the gun pit and its detail was undertaken on completion of the excavation stage of the work.

This comprised:

- Black and white photographs using a 35mm camera and fine grain archive quality film.

- Supporting colour photographs were taken using a digital SLR camera and digital compact camera: these have been used to illustrate this report and may be used for presentation and interpretation purposes.

The photo record comprises:

- general views
- examples of structural and architectural detail

The methodology for the archive standard photography was as follows:

- Photographs of details were taken with lenses of appropriate focal length
- A tripod was used to take advantage of natural light and slower exposures
- Difficulties of back-lighting were dealt with where necessary by balancing natural light with an electronic flashgun
- A metric scale was included in all views

The black and white archive photographs have been catalogued (Appendix 11.2).

### **2.3.3 Post-fieldwork - site archive**

This included:

- Archiving of black and white photographs to HER standards and using the supplied NT record form
- Digital colour photographs (stored according to HER and NT guidelines. Copies of images will be provided to the NT in an agreed format)
- Preparation of finished drawings
- An artefact catalogue
- Completion of an English Heritage/ADS OASIS online archive index

An index to the site archive has been created and the archive contents prepared for long term storage, in accordance with HE standards and EH guidelines.

The archiving comprises the following:

1. All correspondence relating to the project, the WSI, a single paper copy of the report together with an electronic copy on CD, stored in an archive standard (acid-free) documentation box
2. A2 drawn archive storage (plastic wallets for the annotated record drawings)
3. Archive standard negative holders and archive print holders, together with an image catalogue.

The archive will be transferred to the NT on completion of the project.

## **3 Location and setting**

The coastal battery is located on the headland of St Anthony Head at the south western limit of the Roseland Peninsula (SW 8476 3120). Much of the area is short coastal grassland, some marginal areas are partly covered in bracken, gorse, brambles etc.

The underlying geology consists of Upper Devonian sedimentary rocks lying in the Gramscatho Basin south of the Start-Perranporth Line (Bristow 1996, 18, 55). From this shallow loamy soils have derived (CC GIS Layer, Soils). The battery lies at the end of the relatively level top of the promontory before it descends steeply to the coast below. It commands views over the entrance to Carrick Roads to the east and the English Channel to the south.



## **4 Designations**

The gun battery is not subject to any statutory heritage designation and does not lie within the viewshed of any designated heritage assets.

## **5 Site history**

A new coastal battery was built at St Anthony Head in 1796 as part of the preparations against a potential French invasion (Linzey 2000, 264). Cornwall and Scilly HER MCO28696). This formed part of a wider scheme of strengthening and modernising of existing defences around the entrance to the Fal Estuary. At Falmouth, Crab Quay battery was rebuilt, the blockhouse at Little Dennis was rearmed, as was that below St Mawes Castle, and a new, crescent-shaped battery, Half Moon battery, was built on Pendennis Headland. A naval dockyard was built at Mylor in the Fal Estuary and this served as a base for blockades of the French Breton ports. The remains of St. Anthony's Fort and Battery contribute greatly to making the Falmouth Fortress and represent perhaps the best surviving early breech-loading artillery fortress in the United Kingdom.

During the decades from the end of the 19th century into the early 20th century the defences of Britain's ports and dockyards, especially those along its southern coasts, continued to be refurbished in light of the growth of the French and German navies. Around the Fal Estuary, new gun batteries were put in place at Pendennis Headland, and a new battery to replace the Napoleonic works on St Anthony's Head was built in 1897. Initially, 64-pounder rifled muzzle-loading guns were sited on the headland, but by 1904 these had been replaced with a new battery, armed with two six-inch breech-loading guns. A minefield controlled from observation stations on Pendennis Headland was laid out on the seabed between Pendennis and St Mawes.

Interestingly, the two gun emplacements of St Anthony's Battery were built on the site of a prehistoric or Roman fortified 'Camp' (OS 1<sup>st</sup> Edition c1880), possibly a Roman signal station (Cornwall and Scilly HER MCO6578).

At the same time the effectiveness of the batteries was increased by the installation of Defence Electric Lights - batteries of searchlights pointing out to sea to detect enemy ships for the larger guns and for the harbour entrance defences, these being provided by Quickfire Batteries. These lights were placed along the eastern edge of Pendennis headland below the fort and on the cliff edges below St Mawes Castle and St Anthony Battery. An additional Battery was also constructed about 1km further to the east at Killigrew Head.

The fort was heavily protected by ramparts, an un-climbable fence and a deep ditch, and contained an underground magazine, a guard room, and officers' quarters (now converted to holiday cottages). According to the HER record, the original six-inch guns were removed in 1924 and replaced in 1939 with the same model (Mark 7s, though possibly on modified mounts). Plans from 1939 appear to show modifications to the eastern emplacement but prior to excavation it was impossible to verify whether these had been carried out (Linzey 2000, 268). During World War II a new Battery Observation Post was erected for plotting the position of enemy ships. In December 1940 the anti-strafting canopies were erected over the gun emplacements (Linzey 2000, 75).

The underground magazine at St. Anthony's Battery contains the well preserved remains of four hand-cranked ammunition lifts, these comprising one cartridge lift and one shell left for each of the two guns, these connecting to the gun emplacements above. The top ends of the lifts were buried beneath rubble in both emplacements prior to the start of this project as a result of the demolition of much of the site following the

abandonment of Britain's coastal artillery batteries in 1957. The guns themselves were last fired during practice on 25<sup>th</sup> July 1954 (Linzey 2000, 269).

In 1959 the NT bought the headland. Shortly following this the anti-strafting shelters which formerly partly covered the gun pits and the searchlight structures (Fig 2) were demolished. In 1997 the NT substantially restored the site, creating a path along the rock-cut ditch, giving access to the Battery Observation Point, and constructing a bird hide. At this date, however, whilst other elements of the site were conserved and interpreted, the gun pits remained infilled with rubble. In order to control ventilation levels within the western gun pit to maintain levels suitable for a bat roost, the National Trust had opened up one of the lifts connecting to the underground magazine and installed a surface cover.

## 6 Project results

The fieldwork component of the project proceeded in two stages: the removal of the rubble infill by machine and by hand, and the subsequent recording of the gun battery using an EDM, photography, finds recording, and site notes.

### 6.1 Excavation

The rubble within the eastern gun pit was removed using two mechanical excavators under archaeological supervision. A tracked mini digger accessed the top of the pit via the coastal footpath and across the asphalted apron. No damage to the apron was caused during this operation. The mini digger then proceeded to excavate material, working from the centre of the pit, and piling it where it could be removed from the site by a wheeled JCB excavator sited at the rear of the gun pit. This machine stacked the material against the bank to the north. Throughout this process the fill was inspected for artefacts and a large number of items were recovered (see Appendix 11.1). *In situ* fixtures and fittings were identified and cleaned by hand as the excavation progressed.

Two entrances into the emplacement were situated to the north west (Figs 16, 27, and 30) and north east (Figs 17 and 18). Both had been blocked up with concrete blocks, presumably following the decommissioning of the site. These were unblocked in the course of the project.

As the excavation progressed it became clear that the central gun pit (Figs 22-26) was surrounded by a platform, on the outside of which, and on the inside of the external wall surrounding the emplacement, were nine chambers (Figs 9, 11, 13-15, and 25-26). These were the shell and cartridge stores, supplied through two hoists, one for each type from the magazine below. The chambers varied slightly in size and were cast in solid reinforced concrete. Steel fittings indicated that blast doors had once sealed these storage recesses; these had probably been removed for scrap when the site was decommissioned.

The infill consisted of a single deposit of rubble, predominately of concrete fragments but including substantial components of brick and steel. The material was the result of a single event, namely the demolition of an anti-strafting roof that had been constructed over the gun pit prior to, or during, WWII. This had probably occurred immediately after the National Trust acquired the site in 1959. Finds within the rubble included a camping gas canister and a tin of unidentified Fray Bentos meat which may date to the period between decommissioning and demolition (1957-59), perhaps marking the use of the gun emplacement as a shelter for coastal walkers. Other finds from within the rubble were predominately from the period immediately before decommissioning and included broken fixtures and fittings, paint tins, and part of a rubberised shoe sole, perhaps specifically worn in the magazine. However, also within the deposit, and from relatively deep within the gun pit, was a Coca Cola can of fairly recent origin (1990s?), indicating that some material had become intruded into the rubble, perhaps within voids produced by rabbits using the site as a burrow.

The layout of the gun pit was much as recorded on three plans produced in 1906. This was somewhat surprising as it had been expected that a proposed enlargement of the gun pit on an amendment to one of the 1906 plans dated March 1939 had been carried out. This proved not to be the case and the gun pit had not been enlarged. One change from the earliest plan, dated 18<sup>th</sup> November 1906, was that a through passage running from the eastern side of the gun pit was not constructed, but had been replaced by a smaller alcove (Fig 4). This does not appear in the second plan, dated 27<sup>th</sup> November 1906. The addition of this feature allowed for the construction of an additional shell or cartridge store. It is clear from the plans that construction of the pits was slightly *ad hoc*, and was flexible enough to react to changing requirements or local circumstances. Alternatively the earliest plan was simply inaccurate.

As excavation progressed a number of features became apparent. The inner rim of the central platform contained marks and bearings used in aiming the gun. These were incised into the concrete and ran from 100° through to 210°. The area from 130° to 150° was damaged and loose but the broken fragments were *in situ* (Fig 22).

The base of the gun pit contained the cut-off remains of the steel bolts used to anchor the gun mount (Fig 29). A perimeter gutter led to a drain on the northern side (Fig 28); the location of the outflow of this drain was not ascertained but is likely to be at the eastern end of the magazine. Additional drains were located at the base of the exterior wall of the perimeter walkway of the gun emplacement.

Large steel ring fixings were set in four small bays on the southern edge of the gun emplacement (Fig 5). One possible use of these might be as anchors for camouflage netting, although no corresponding fittings were observed on the northern side of the emplacement. Alternatively, they may have provided a means of manually traversing the gun should power be lost.

At the south-western corner of the emplacement was the cartridge hoist (Fig 8), connected by a shaft to the magazine below. All fittings appeared to be in place, although were noted as being badly corroded. The shell hoist (Fig 21) was situated on the northern edge of the central platform, at the top of the steps. It was full of rubble, being less protected than the cartridge hoist as the steel cover had been cut off. This was found in the rubble and was repositioned over the shaft (Fig 20).

The electricity supply for the gun entered the emplacement from the east, where it ran along the southern wall before cutting across the gun pit surround. The concrete had clearly been cut and re-formed to allow this, indicating that the wiring was a later addition. The cabling had then run across or around the gun pit to a junction box set into the wall of the western access passage (Figs 6 and 7). Another branch of the cabling led to a switch housing set into the southern wall of the gun pit (Fig 3).

The only other obviously later additions to the original gun emplacement were the remains of four pillars (Fig 15) that had supported an anti-strafting concrete roof. The roof was supported on these pillars and on block walls that enclosed the northern, eastern, and western sides of the emplacement (Fig 2). It was the remains of these features and the roof covering that they had supported which formed the majority of the rubble infill.

Fixings attached to the northern exterior wall (Fig 31) were found to be for fold-down benches, perhaps used by the battery personnel for cigarette breaks. Several of the steel fittings for these benches were found in the rubble infill and were retained.

Only one piece of graffiti was observed, on the eastern face of the inner steps, within the perimeter walkway. It appears to be in white paint and reads "SFA", or possibly "SPA" (Fig 12). This may stand for 'Squib Firing Assembly', which is a term used in artillery although most online references to this term are to NASA spacecraft of the 1960s. It seems more likely to represent 'Sweet Fanny Adams', a popular term in the armed forces originating from the macabre observation by sailors that their tinned

mutton was possibly the remains of a young girl brutally murdered and dismembered in Hampshire in 1867 (Hantsweb local history page).

## **6.2 Recording**

### **6.2.1 Measured survey**

Following excavation, a decision was made to survey the site with an EDM survey machine, which allowed for a more detailed and comprehensive survey than a hand-drawn survey would have allowed. A Leica Total Station was used, in conjunction with a laptop running AutoCad software. This allowed for the checking of data as it was acquired. Fixed points from the trig point to the south of the western gun emplacement and from the corners of buildings were used to georeference the survey. The plan and a profile through the emplacement are included in this report (Figs 32 and 33).

### **6.2.2 Photographic survey**

Digital photographs were taken at all stages of rubble removal. Once the site had been cleaned, a programme of photographic survey was undertaken to record general views over the gun emplacement and examples of structural and architectural detail. These were taken on 35mm black and white negative film in a film SLR camera and with a digital SLR camera (Figs 3-31). Each photograph includes a metric scale and details of viewing angle, date, and a description have been recorded in the filename for digital photos and on a spreadsheet for black and white film negatives (Appendix 11.2). All digital photo files have been saved as JPEGs.

### **6.2.3 Finds**

All of the finds recovered from the rubble infill were retained onsite and stored in the magazine. HE Projects Finds Archaeologist, Carl Thorpe, visited the site and catalogued (Appendix 11.1) and photographed the finds. The finds are now in the care of the National Trust.

## **7 Significance**

The gun battery at St Anthony's Head probably never fired a shot in anger. However, its significance as a component of Britain's coastal defences through two World Wars cannot be overstated.

The location of the gun battery, adjacent to the coast path and to a car-parking area, ensures the site is easily accessible to visitors

## **8 Conclusions**

The project has successfully uncovered and recorded one of the gun emplacements of the St Anthony's Head Battery. The excellent survival of the eastern emplacement should encourage a similar approach to the western gun pit, bats permitting.

Recommendations for consolidation, management, and presentation are few and are as follows:

- ensure that materials that could pose a health and safety threat to visitors are removed, such as the loose cabling that could present a trip hazard
- the loose concrete around the northern edge of the gun pit should be consolidated and set in concrete of an appropriate shade
- access should be encouraged through the doorways to the north west and north east rather than from the coast path to the south

- a low unobtrusive railing to the south of the gun pit along the apron should prevent falls into the pit itself
- an information board detailing the history of the battery with particular reference to the gun emplacements and magazine should be displayed, perhaps at the point where the coast path leaves the access track. This could incorporate details and photographs of the excavation, and a site plan, if appropriate and also the reasons why the western emplacement has not been excavated
- wider dissemination of the site through, for example, social media, websites, or apps
- should the opportunity arise (if the bats leave) the western emplacement should also be excavated and opened to visitors.

## 9 References

### 9.1 Primary sources

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

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

Ordnance Survey, 2007. *Mastermap Digital Mapping*

Copies of military plans held in the PRO

### 9.2 Publications

Bristow, C M, 1996. *Cornwall's geology and scenery*, Cornish Hillside Publications, St Austell

Linzey, R, 2000. *Fortress Falmouth. A conservation plan for the historic defences of Falmouth Harbour*, English Heritage

Parry, J, 2011. *Unlocking Our Coastal Heritage Project: World War II Coastal Battery, St Anthony's Head, The Roseland. Brief for Archaeological Excavation*, National Trust

Sharpe, A, 2012. *St. Anthony's Battery, Roseland: Written Scheme of Investigation for archaeological watching brief and recording*, Historic Environment Projects, Truro

### 9.3 Websites

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

<http://www3.hants.gov.uk/curtis-museum/alton-history/fanny-adams.htm> Hantsweb local history page, accessed 25/2/2013.

## 10 Project archive

The HE project number is **146170**

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. Site plans archived as: GRE783
3. Electronic drawings stored in the directory R:\Historic Environment (CAD)\CAD Archive\Sites S\St Anthony's Head Battery 2012
4. Black and white photographs archived under the following index numbers: GBP 2297
5. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.Q-T\St Anthony's Head Battery 2012
6. English Heritage/ADS OASIS online reference: cornwall2- 159936

This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites S\St Anthonys Battery - unlocking our coastal heritage 2012\Report\St Anthony's Battery Report.doc

Artefacts retrieved during the project have been given to the National Trust. The site code is SAH12.

## 11 Appendices

### 11.1 Finds catalogue

The finds recovered from the rubble infill were identified and photographed by Carl Thorpe. This took place on site, in the Magazine. The finds were left here in the care of the National Trust.

<b>Photograph no.</b>	<b>Item description</b>
01 – 05	Cast iron bracket with pulley attachment.
06 – 13	Trapezoidal shaped cast iron bracket with bolts at top and bottom.
14 – 18	z-shaped bracket with bolt at short end.
19 – 24	Part of another trapezoidal-shaped bracket <i>cf</i> 06 – 13.
25 – 27	Fragment of cast iron 3" diameter guttering.
28 – 30	Fragments of cast iron 3" diameter guttering with traces of MOD battleship grey paint.
31 – 32	Fragment of cast iron 3" diameter guttering downpipe.
33 – 39	Heavy cast iron support with curvilinear fretwork decoration.
40 – 43	Circular bucket/paint pot rim. Battleship grey paint.
44 – 47	Square metal plate with screws around edge. Appears to have displayed an arrow.
48 – 50	Twisted asphalt from apron.
51 – 54	Circular electrical fitting.
55 – 56	Cut slate slab, sub rectangular in shape. Mortar on under surface.
57 – 58	Cut slate slab, sub rectangular in shape. Mortar on under surface.
59 – 63	T-shaped cast iron flange bracket. Part of same type of fitting as 33 – 39?
64 – 65	Paint pot lid.
66 – 69	Rubberised boot sole (specialised magazine boot sole?).
70 – 74	Bronze horseshoe-shaped electrical switching plate?
75 – 76	Two fragments twisted asphalt from apron.
77 – 82	Complex cast iron fitting.
83 – 84	Two rectangular-shaped cast iron fittings.
85 – 88	Rubber cable/hose covering or insulation split down middle.
89 – 95	Folding bracket for hinged seat.
96 – 97	Folding bracket for hinged seat.
98 – 100	Folding bracket for hinged seat.
101 – 102	Paint can.
103 – 104	Dulux mid blue paint can.
105 – 112	Galvanised? fitting attached to cast iron fittings.

113 – 114	Coca Cola can (cherry coke mid 1990s?).
115 – 116	Iron bar.
117 – 118	Door lock plate.
119 – 120	Unknown iron fitting/spike.
121 – 122	5 gutter fragments.
123 – 132	Air vent fitting.
133 – 138	Fitting.
139 – 142	Fitting electric?
143 – 145	Electric fitting and Bakelite light bulb holder.
146 – 147	Gutter fitting.
148 – 149	Cast iron louvred vent fittings x 5.
150 – 151	2 ceramic floor tiles.
152 – 153	Massive cast iron fitting.
154 – 156	Fan blade/extractor fan fitting?
157 – 159	Electric cable run/fitting.
160 – 165	Electric cable ducts, iron various.
166 – 170	Encaustic tiles x 5.
171 – 172	Brick marked SWB.
173 – 174	Brick.
175 – 176	Paint tins.
177 – 178	Metal bracket.



## 11.2 Photo database (black and white negatives)

GBP No	Photo No	Subject	Photo date
2297	1	Switches on S side of gun pit, facing S	20/08/12
2297	2	Alcove on E side of gun pit, facing E	20/08/12
2297	3	Anchor point, westernmost, facing S	20/08/12
2297	4	Junction box (f), cartridge hoist (r), facing SW	20/08/12
2297	5	Junction box, facing SE	20/08/12
2297	6	Cartridge hoist, facing S	20/08/12
2297	7	Cartridge hoist, facing S	20/08/12
2297	8	Store (S)1, facing W	20/08/12
2297	9	S1, facing W	20/08/12
2297	10	Gun pit from W passage, facing E	20/08/12
2297	11	S3, facing S	20/08/12
2297	12	Steps to central platform, facing E	20/08/12
2297	13	Graffiti on wall, facing W	20/08/12
2297	14	S9, S8, S7, facing SE	20/08/12
2297	15	S8, S7, S6, facing SW	20/08/12
2297	16	S6, S5, roof pillar, facing W	20/08/12
2297	17	Passage along N side of emplacement, facing W	20/08/12
2297	18	NE entrance into emplacement, facing NE	20/08/12
2297	19	NE entrance into emplacement, facing S	20/08/12
2297	20	N exterior wall, facing W	20/08/12
2297	21	Shell hoist with cover, vertical	20/08/12
2297	22	Shell hoist without cover, vertical	20/08/12
2297	23	Gun pit, with bearing marks (f), facing S	20/08/12
2297	24	Gun pit, facing N	20/08/12
2297	25	Gun pit, facing W	20/08/12
2297	26	S7, S6 (f), gun pit (l), facing NW	20/08/12
2297	27	S3 (f), steps (l), and gun pit (r), facing NE	20/08/12
2297	28	NW entrance into emplacement, facing E	20/08/12
2297	29	Drain in gun pit, vertical	20/08/12
2297	30	Gun pit, facing W	20/08/12
2297	31	N exterior wall, facing SE	20/08/12
2297	32	Fixings for fold-down benches on N exterior wall, facing S	20/08/12

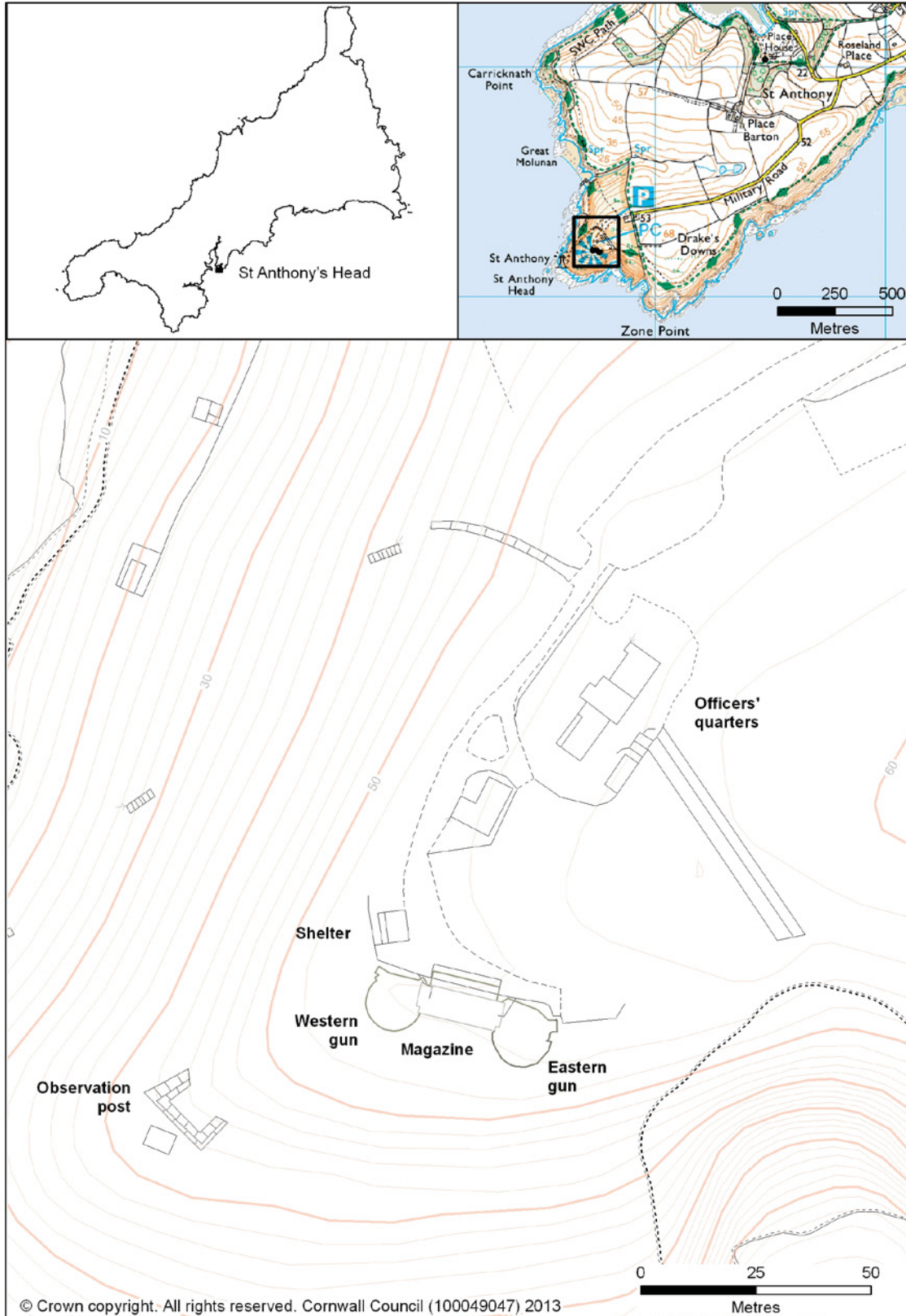
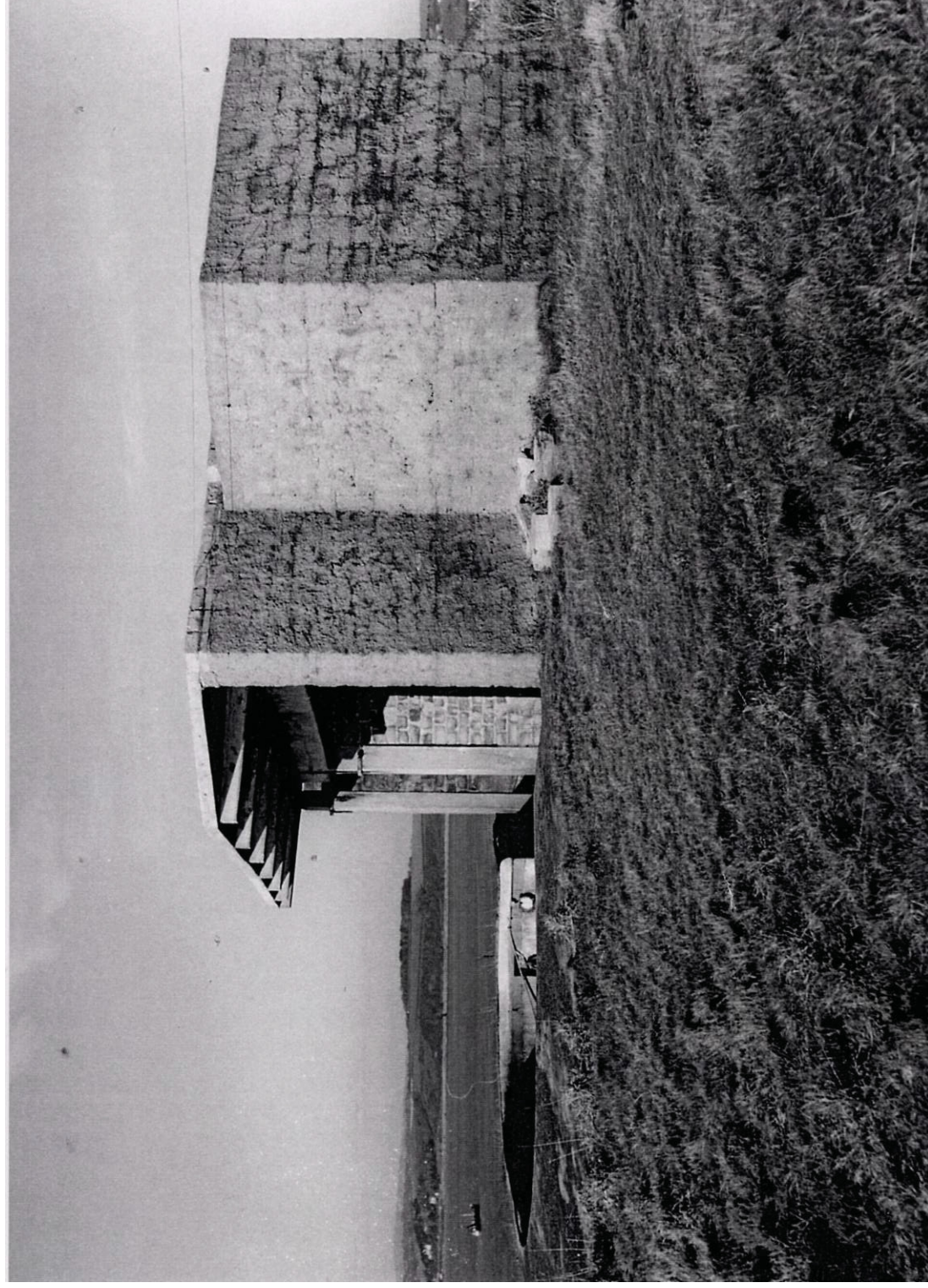


Fig 1 Location map



*Fig 2 Photograph of one of the emplacements (western?), dated 1960, showing the anti-strafting roof prior to demolition (NT)*





Fig 3 Switches on the southern side of the gun pit, facing south (0.25m scale)





*Fig 4 Alcove on eastern side of the gun pit, facing east (1m scale)*





Fig 5 Anchor point, westernmost of four, facing south (0.25m scale)





Fig 6 Junction box (front), cartridge hoist (rear), facing south west (0.5m and 0.25m scales)





Fig 7 Junction box, facing south east (0.25m and 0.5m scales)





Fig 8 Cartridge hoist, facing south (0.25m and 0.5m scales)





Fig 9 Store 1, facing west (1m scale)





Fig 10 gun pit from western passage, facing east (1m scale)





Fig 11 Store 3, facing south. This view also shows the remains of two of the reinforced legs which held up the anti-strafting roof (1m scale)





*Fig 12 Graffiti "SPA" or "SFA" on wall, facing west (0.25m scale)*





Fig 13 Stores 9, 8, and 7 (l-r), facing south east (1m scale)





Fig 14 Stores 8, 7, and 6 (l-r), facing south west (1m scale)





Fig 15 Stores 6 and 5 (l-r) and an anti-strafting roof pillar (r), facing west (1m scale)





Fig 16 Passage along north side of emplacement, and north western entrance, facing west. The blockwork wall represents one of the modifications to the original layout of the gun pit (1m scale)





Fig 17 North eastern entrance into emplacement, facing north east (1m scale)





Fig 18 North eastern entrance into emplacement, facing south (1m scale)





Fig 19 Northern exterior wall, facing west (1m scale)





Fig 20 Shell hoist with cover, vertical (0.5m scale)





Fig 21 Shell hoist without cover, vertical (0.5m scale)





Fig 22 Gun pit, with bearing marks (f), facing south (1m scale)





Fig 23 Gun pit, facing north (1m scale)





Fig 24 Gun pit, facing west (1m scale)



Fig 25 Stores 7 and 6 (l-r, f), gun pit (l), and anti-strafting roof pillar, facing north west (1m scale)





Fig 26 Store 3 (f), steps (l), and gun pit (r), facing north east (1m scale)





Fig 27 North west entrance into emplacement, facing east (1m scale)





Fig 28 Drain in gun pit, vertical (0.25m scale)





Fig 29 Gun pit, facing west showing remains of gun pedestal mounting bolts (1m scale)






Fig 30 Northern exterior wall and north western entrance, facing south east (1m scale)

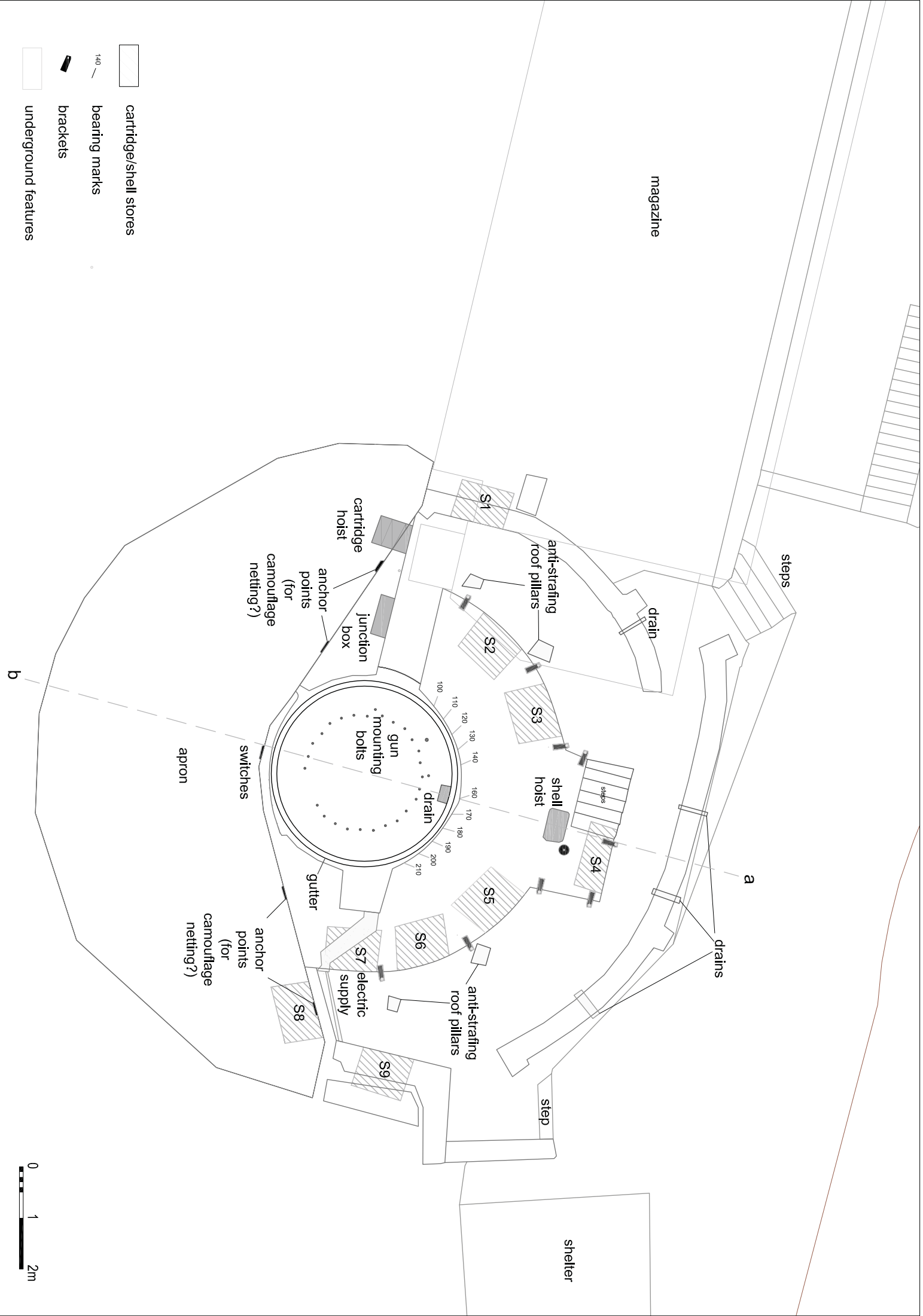


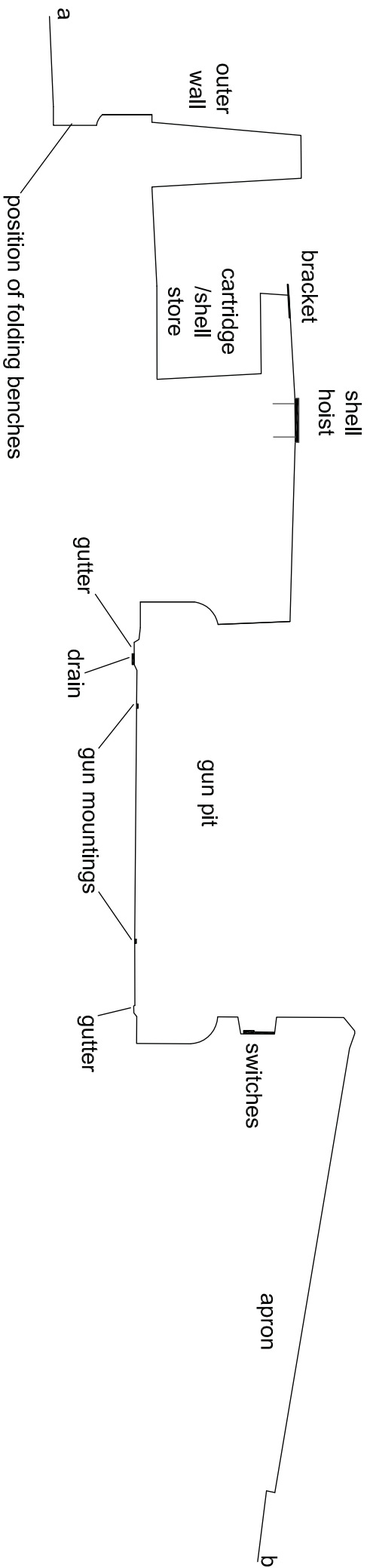


Fig 31 Fixings for fold-down benches on northern exterior wall, facing south (0.5m scale)



-  cartridge/shell stores
-  bearing marks
-  brackets
-  underground features







## South West Region (Cornwall)

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### Unlocking Our Coastal Heritage Project: World War II Coastal Battery, St Anthony's Head, The Roseland Brief for Archaeological Excavation

#### 1.0 INTRODUCTION

- 1.1 As part of a wider project delivered through the Rural Development Agency (RDA) the South West Coast Path team (SWCP) and the National Trust, a number of archaeological sites have been selected in order to better conserve, enhance and manage them. The sites were chosen on the basis that they were on or adjacent to the South West Coast Path and that they are currently at risk of being irreparably damaged or lost, or could be made more accessible for wider audiences. This strand of the project is entitled "*Unlocking our coastal heritage – protecting the cultural corridor*".
- 1.2 The site on St Anthony's Head currently comprises the remains of a World War II coastal battery that formed part of the network of defences for Falmouth. The surviving permanent buildings of the fort are of national and typological significance. They are an excellent example of late 19<sup>th</sup> century through to mid-20<sup>th</sup> century coastal defensive structures with clear potential for their presentation and interpretation to be enhanced. The site is well visited, the coast path running across the two infilled gun emplacements, and the implementation of this project would allow for a much greater level of visitor engagement and enjoyment and help inform future management.
- 1.3 The overall scheme of works proposed comprises conservation and consolidation work to the built structure shell hoist following the excavation of the eastern-most gun emplacement. The excavation elements which is the subject of this brief will consist of the full excavation of the interior of one of the gun emplacements. Overall the work will enable safe future public access and use of the site, a clearer understanding of the archaeological resource and allow for informed management and conservation recommendations in relation to the threatened site to be made.
- 1.4 This brief has been prepared by the National Trust archaeologist in order to ensure that a suitable assessment and record of the archaeological resource is undertaken. The wider programme includes conservation and consolidation work which are subject to separate briefs. The excavation will be undertaken in



accordance with *The Institute for Archaeologists Standard and Guidance for Archaeological Excavation*<sup>1</sup>.

## **2.0 EXCAVATION AREA** (Figure 1)

2.1 The coastal battery is located on the headland of St Anthony Head at the southern limit of the Roseland Peninsula (SW 8475 3130). Much of the area is short coastal grassland, some marginal areas are partly covered in bracken, gorse, brambles etc. The site is easily accessed by a road.

## **3.0 ARCHAEOLOGICAL BACKGROUND** (Figures 6, 7)

3.1 A new coastal battery was built at St Anthony Head in c.1796 as part of the preparations against the potential French invasion. This formed part of a wider scheme of strengthening and modernising of existing defences, and the building of new defences in the Fal Estuary. At Falmouth, Crab Quay battery was rebuilt, the blockhouse at Little Dennis was rearmed, as was that below St Mawes Castle, and a new, crescent-shaped battery, Half Moon battery, was built on Pendennis Headland. A naval dockyard was built at Mylor in the Fal Estuary and this served as a base for blockades of the French Breton ports. The remains of St Anthony's Fort & Battery contribute greatly to making the Falmouth Fortress, and represent perhaps the best surviving early breech-loading artillery fortress in the United Kingdom.

### **3.2 1890 to 1914**

During the decades around the turn of the century the defence of Britain's ports and dockyards, especially those along its southern coasts, continued to be refurbished in light of the growth of the French and German navies. Around Falmouth, new gun batteries were put in place at Pendennis Headland, and a new battery to replace the Napoleonic works on St Anthony's Head was built in 1897. 64-pounder rifled muzzle-loading guns were sited on the headland, but by 1904 these had been replaced with a new battery, armed with two six-inch breech-loading guns. A minefield was laid out on the seabed between Pendennis and St Mawes.

3.3 At the same time the effectiveness of the batteries was increased by the installation of Defence Electric Lights. These were batteries of searchlights pointing out to sea to detect enemy ships for the larger guns and for the defences of harbour entrances with the Quickfire Batteries. They were placed along the eastern edge of Pendennis headland below the fort and on the cliff edges below St Mawes Castle and St Anthony Battery.

3.4 An additional Battery was also constructed further to the East (c.1KM) at Killigrew Head.

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<sup>1</sup> [http://www.archaeologists.net/sites/default/files/node-files/ifa\\_standards\\_excavation.pdf](http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_excavation.pdf)

- 3.5 The fort was heavily protected by ramparts, an un-climbable fence and a deep ditch, and contained an underground magazine, a guard room and officers' quarters (now holiday cottages). Searchlights were built on the lower cliffs, and during World War II a new Battery Observation Post was erected for plotting the position of enemy ships. The Searchlight structures and upstanding elements of the gun emplacements both at St Anthony and Killigrew were demolished in the late 1950's.
- 3.6 The underground magazine also hold the well preserved remains of four hand-cranked ammunition lifts that originally ran from the stores to the gun emplacements on the cliff top above. Currently these lifts end at ground level on the headland, buried beneath what remains of the rubble from the dismantled gun houses.
- 3.7 St Anthony Battery continued to be occupied until 1957, just two years before the National Trust bought the headland for the nation. In 1997, the Trust restored the site, creating a path along the rock-cut ditch, giving access to the Battery Observation Point and a new bird hide.

## **4.0 SPECIFICATIONS**

### **4.1 Objectives**

- 4.1.1 The excavation work should fully reveal and record the surviving interior layout of the eastern gun emplacement.
- 4.1.3 The resulting report will comprise a well illustrated excavation report with an additional focus on interpretation, presentation and understanding. This will inform the nature of any future repairs and any conservation measures that might be needed to safeguard the historic fabric.

### **4.2 Scope of the Work**

- 4.2.1 The excavation will comprise the complete removal of all material infilling the gun emplacement and the production of detailed plans, sections and profiles of the standing remains. This will inform the nature of any future repairs and any conservation measures that might be needed to safeguard the historic fabric. It will also provide a baseline digital record against which any future changes to the management of the property may be measured and recorded.

### **4.3 Existing Records**

- 4.3.1 The National Trust Sites and Monuments database lists over sites within the wider area. The Cornwall and Isles of Scilly Historic Environment Record (CHER) lists the same.
- 4.3.2 *Designations*
- Cornwall AONB



#### 4.3.3 *Previous Work*

- NT, 1984, *The National Trust Archaeological Survey, St Just I Roseland; St Mawes; Rosevine; Porthcurnick; St Anthony in Roseland*, NT report.

#### 4.4 **Methodology**

4.4.1 The excavation will be undertaken in accordance with *The Institute for Archaeologists Standard and Guidance for Archaeological Excavation*<sup>2</sup>.

4.4.2 The professional archaeologist or archaeological organisation contracted should prepare a Written Scheme of Investigation (WSI) for the excavation at St Anthony Head (in accordance with IFA guidelines). The WSI should be submitted to and agreed in writing by the National Trust before the survey work is carried out.

4.4.3 The professional archaeologist/archaeological organisation is advised to visit the site before completing their quote as there may be implications for accurately costing the project.

##### *Excavation (Site 90673) (Figure 2)*

4.4.10 The area of excavation comprises the full extent of the eastern gun emplacement. The total area measures c.12.5m in diameter and is located on the route of the South West Coast Path (Figures 4 and 5).

4.4.11 The depth of the infilling deposits is unknown but thought to be in the region of 1.5m - 2m thick.

4.4.12 The excavation should be undertaken with machinery and hand tools. All areas will be cleaned of all loose debris. All material will be removed from site and disposed of appropriately. The details of this will need to be developed in conjunction with the National Trust property team.

4.4.13 All archaeological contexts will be recorded using a continuous numbered context system on *pro-forma* recording sheets<sup>3</sup>.

4.4.14 Written, drawn and photographic records (b&w, digital and/or colour slides) of an appropriate level of detail will be maintained throughout the course of the project. Plans (other than excavation location plans) will be at a minimum scale of 1:20; section drawings will be at a minimum scale of 1:10; photographic records will be at a minimum 35mm format. If digital photography is to be undertaken this should be at a minimum resolution of 8mp (preferably 12mp+) with all final images saved as TIFF. or RAW. Files.

4.4.15 Drawn records will be related to Ordnance Survey datum and published boundaries where appropriate. All localised features (those to be impacted by the excavation) will be surveyed and tied in to Ordnance Survey datum prior to the commencement of the fieldwork

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<sup>2</sup> [http://www.archaeologists.net/sites/default/files/node-files/ifa\\_standards\\_excavation.pdf](http://www.archaeologists.net/sites/default/files/node-files/ifa_standards_excavation.pdf)

<sup>3</sup> Details of the recording system to be used should be stated. If this is not a readily available system a copy of the manual should be sent to the NT archaeologist when the detailed specification is submitted.

*Artefact and Environmental Collection, Documentation, Conservation and Research*

4.4.16 The WSI will name the person (giving qualifications and if necessary experience) who will be responsible for managing the treatment and analysis of artefactual and environmental material during the project.

4.4.17 The WSI will include a recovery policy for archaeological material from the work. This policy will include information on the amount and type of material expected to be found and what conservation arrangements are in place. It is expected that this policy will include information ensuring that:-

- all artefacts recovered during the project will be retained and be related to the contexts from which they derived.
- that all typologically distinct and closely datable finds are recorded three-dimensionally.
- that at least minimum acceptable standards for the conservation of artefacts and samples are achieved (the UK Institute of Conservation's "*Guidelines for the Treatment of Finds from Archaeological Sites*" should be used as guidance).
- that any human remains that are discovered will initially be left in situ and if removal is necessary, this will comply with the relevant Ministry of Justice regulations.

4.4.18 The WSI will also include a policy statement regarding the post-excavation processing, cataloguing, analysis and reporting of the artefacts and samples recovered during the evaluation. It is expected that this statement will include confirmation that:-

- a catalogue by context of all artefactual material found, quantified by number, weight, or both, and containing sketches of significant artefacts will be compiled.
- the standards that will be reached in the analysis of the artefacts<sup>4</sup>

4.4.19 The WSI will also list the personnel (and their relevant qualifications and expertise) who will analyse and report on the artefactual and environmental assemblages.

4.4.20 The full supporting archive of material including plans, documentation, digital illustrations, photographs (and negatives) and any finds will be systematically and

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<sup>4</sup> It is recommended that pottery should be analysed to the standards outlined in "*Guidelines for the Preparation of Pottery Archives*" as prepared by the Study Group for Roman Pottery in consultation with the IFA. All other material will be analysed following the advice given in the Institute of Field Archaeologists: *Guidelines for Finds Work*.



appropriately organised and catalogued and will be returned to the NT and retained by the NT as part of the property archive<sup>5</sup>.

### *Engagement*

- 4.4.21 Where possible every opportunity should be made to include and engage with interested volunteers and local societies in the programme of works. This must not however compromise the required professional standards and input into the project.

## **5.0 Report Contents**

- 5.1 The report should be in a form and language that is accessible to the non-specialist.

The report will include at a minimum:

5.2 *Contents List*

- 5.3 *Summary* (no more than one page, which accurately reflects the method, results and conclusions of the report)

- 5.4 *Introduction Section* (including project background, objectives and scope, methodology, layout of report, site description, topography, geology, present day state, ownership, designations).

- 5.5 *Archaeological and Historical Background* (a brief summary of the background to the site).

5.6 *Excavation Results*

- 5.7 *Discussion* (to include recommendations for future management (including remedial work), access, interpretation and presentation, potential future archaeological work including monitoring)

5.8 *Acknowledgements*

- 5.9 *Bibliography* (including sources and references).

- 5.10 *Archive* (contents and location, an archive recording form and archaeological project record form will be completed (see Appendix 3)).

- 5.11 *Illustrations* (to include a site location map, full survey plans, excavation plans, sections and profiles where created, and site photographs where appropriate. All drawings and photographs should be fully cross referenced to the text).

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<sup>5</sup> Archive guidelines can be found at:

<http://www.archaeologists.net/modules/icontent/inPages/docs/codes/draftArchives2008.pdf>

## **6.0 REPORT DEPOSITION**

- 6.1 A draft of the report will be supplied to the NT for discussion before completion
- 6.2 8 copies of the report will be required. (Property x 2, Archaeologist 2, central office x 1, County HER, NMR) The report will be presented in a bound A4 format; larger pages will be folded into the document.
- 6.3 A copy of the report will be provided to the NT Archaeologist in an agreed digital format .
- 6.4 The final report will be Joint Copyright with the National Trust. The archive may be copied for *bona fide* research or in relation to local authority development control activities without infringement of copyright or need for permission from the originator.
- 6.5 The archaeological contractor shall complete an online OASIS (*Online AccesS to the Index of archaeological investigationS*) form in respect of the archaeological work. This will include a digital version of the report. The report will also include the OASIS ID number.

## **7.0 MONITORING**

- 7.1 The archaeological contractor will discuss the project and confirm details of the brief with the NT archaeologist prior to the production of a WSI. Any problems or queries will be directed to either the NT Archaeologist or the property staff (as detailed below). The archaeological contractor should keep the NT Archaeologist regularly informed of the project's progress, including during report preparation. The contractor will discuss the results of the project with the NT Archaeologist and property staff, with a draft report (circulated in advance), before the final completion of the report.

## **8.0 ARCHIVE AND COPYRIGHT**

- 8.1 The full supporting archive of material including plans, documentation, digital illustrations, photographs (and negatives) and any finds should be systematically and appropriately organised and catalogued with reference to the English Heritage guidelines<sup>6</sup> and in accordance with National Trust property archive guidelines This will be deposited with the National Trust to be retained as part of the Property Archive<sup>7</sup>.

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<sup>6</sup> English Heritage 2006 *Management of Research Projects in the Historic Environment* (MoRPHE)

<sup>7</sup> Archive guidelines can be found at:

<http://www.archaeologists.net/modules/icontent/inPages/docs/codes/draftArchives2008.pdf>



## **9.0 PROJECT TIMETABLE**

- 9.1 A costed PROJECT programme and proposal is required. If VAT is payable, this too should be included in the bid.
- 9.2 A breakdown of the time allocation for producing a WSI, conducting the survey and excavation and its duration to achieve the required result, should be included in the costed proposal. The survey and excavation work is anticipated to be undertaken in June 2012.
- 9.3 The successful archaeological contractor will produce a WSI detailing the proposed excavation work, methodology, staffing etc in accordance with this brief and IFA guidelines. This should also include a review meeting with the NT Archaeologist and other staff, for discussion before the final compilation of the report.
- 9.4 **The National Trust will require the final report within 5 months of the completion of the fieldwork.**
- 9.5 Any proposed variations in the project design should be discussed with the NT Archaeologist and/or the Property Manager and agreed changes submitted in writing to the National Trust before such changes are implemented.
- 9.6 The NT reserves the right to withhold payment until all agreed reporting has been completed and meets with the approval of the NT Archaeologist and/or Property Manager.
- 9.7 Any publicity for the project will be under the direction of the Property Manager

## **10.0 HEALTH AND SAFETY AND INSURANCE REQUIREMENTS**

- 10.1 The National Trust requires all working on NT properties to observe health and safety requirements as set out in 'General Requirements for Work' a National Trust internal document. The contracted archaeologist is responsible for the health, safety and insurance of all their staff employed on the project. The NT requires evidence that the contractor has public liability insurance to a minimum of £2 million.

## 10.0 CONTACTS

*For further background information about the property access and local health and safety issues:*

Bill Makin  
Head Ranger  
Mid and South West Cornwall  
Wayside Studio  
West Kitty  
St Agnes  
Cornwall

TR5 0SU

Tel: 01872 552412

Email: [Bill.Makin@nationaltrust.org.uk](mailto:Bill.Makin@nationaltrust.org.uk)

*For consultation on the brief, contents of the report and liaison on any archaeological queries:*

Jim Parry  
Archaeologist  
National Trust  
Regional Office  
Lanhydrock  
Bodmin  
Cornwall

PL30 4DE

Tel: 01208 265238

Email: [james.parry@nationaltrust.org.uk](mailto:james.parry@nationaltrust.org.uk)





Figure 1: Site Location (highlighted in red)





Figure 2: Excavation area (outlined in red).



Figure 3: Oblique view of St Anthony Head (Copyright NT)





Figure 4: Current view of eastern gun emplacement (facing NE)



Figure 5: View of blocked rear access to infilled gun emplacement (facing SE)



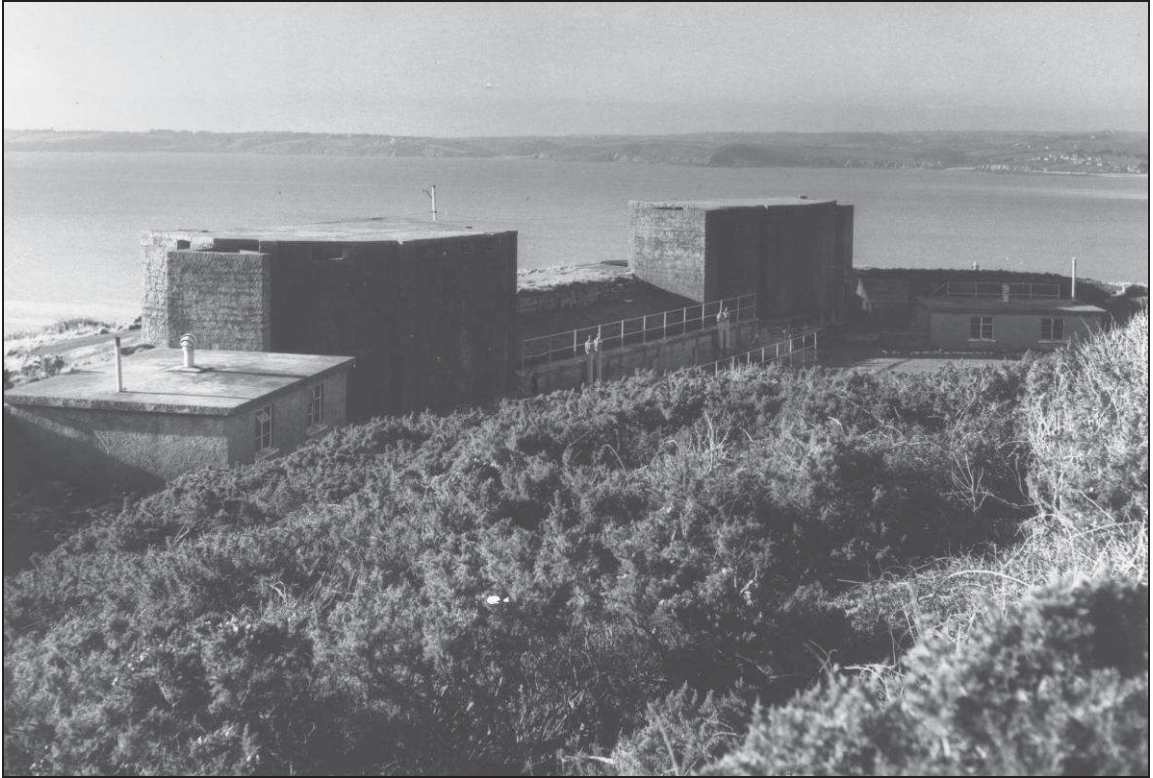


Figure 6: Battery prior to demolition (c. late 1950's)



Figure 7: View of Battery in 1941

# APPENDIX 1:

## National Trust Archive Index and Deposition Form

<b>1. Title of Project</b>					
<b>2. Project Short Description</b>					
.....					
.....					
.....					
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.....					
.....					
.....					
.....					
.....					
.....					
<b>3. Project</b>					
Excavation		Watching Brief		Survey	
Other (please specify) .....					
<b>4. Location</b>					
NT Property, NT Region .....					
NGR .....					
County .....					
District .....					
<b>5. Creators</b>					
Name of Originating Organisation/Person.....					
Address of Originating Organisation/.....					
.....					
Project Manager.....					
<b>6. Dates</b>					
Project Start .....					
Project End .....					
Archive Deposition Date .....					
<b>7. Archive Contents</b>					
Item	Description	Format	Media	Scale	Copyright and Source





**APPENDIX 2:**



South West Region (Cornwall)



**Project Recording Form**

**NT Region:** ..... **NGR:** .....

**NT Property:** .....

**Project Name:** .....

**Activity Type:**

Measured Survey	~	Landscape Survey	~	Management	~
Excavation	~				
Watching Brief	~	Vernacular Buildings Survey	~	Specialist	~

**Date Started:** ..... **Originator:** .....

**Reason for Project:**

.....  
.....  
.....

**Description:**

.....

**Inputted onto NTSMR:** ~

**NTSMR Site Activity ID No:**



.....

*To be filled in at end of Project*

**Date Finished:** .....

**Location of Archive Deposit:** .....

**Contents of Archive:**

.....

**Finds/Archive Arrangements:**

.....

**Report Title:** .....

.....

**Distributed to:**

Heelis (2 copies)	~	Digital Copy to Heelis	~	Regional Office	~
Property Manager	~	NMR	~	Property Staff	~

**Other:**

.....



## Historic Environment Projects, Cornwall Council



# St. Anthony's Battery, Roseland: Written Scheme of Investigation for archaeological watching brief and recording

Client: The National Trust  
Client contact: Jim Parry  
Client tel: 01208 265238  
Client email: james.parry@nationaltrust.org.uk

## Project background

As part of a wider project delivered through the Rural Development Agency (RDA), the South West Coast Path team (SWCP) and the National Trust, a number of archaeological sites have been selected in order to better conserve, enhance and manage them. The sites were chosen on the basis that they were on or adjacent to the South West Coast Path and that they are currently at risk of being irreparably damaged or lost, or could be made more accessible for wider audiences. This strand of the project is entitled "Unlocking our coastal heritage – protecting the cultural corridor".

The site on St Anthony's Head currently comprises the remains of a World War II coastal battery that formed part of the network of defences for Falmouth. The surviving permanent buildings of the fort are of national and typological significance. They are an excellent example of late 19th century through to mid-20th century coastal defensive structures with clear potential for their presentation and interpretation to be enhanced. The site is well visited, the coast path running across the two infilled gun emplacements, and the implementation of this project would allow for a much greater level of visitor engagement and enjoyment and help inform future management.

The overall scheme of works proposed comprises conservation and consolidation work to the built structure shell hoist following the excavation of the eastern-most gun emplacement. The excavation elements which is the subject of this brief will consist of the full excavation of the interior of one of the gun emplacements. Overall the work will enable safe future public access and use of the site, a clearer understanding of the archaeological resource and allow for informed management and conservation recommendations in relation to the threatened site to be made.

A brief has been prepared by the National Trust archaeologist in order to ensure that a suitable assessment and record of the archaeological resource is undertaken. The wider programme includes conservation and consolidation work which are subject to separate briefs. The brief requires that the excavation will be undertaken in accordance with *The Institute for Archaeologists Standard and Guidance for Archaeological Excavation*.

The coastal battery is located on the headland of St Anthony Head at the southern limit of the Roseland Peninsula (SW 8475 3130). Much of the area is short coastal grassland, some marginal areas are partly covered in bracken, gorse, brambles etc. The site is easily accessed by a road.

## Site history

A new coastal battery was built at St Anthony Head *circa* 1796 as part of the preparations against a potential French invasion. This formed part of a wider scheme of strengthening and modernising of existing defences around the entrance to the Fal Estuary. At Falmouth, Crab Quay battery was rebuilt, the blockhouse at Little Dennis was rearmed, as was that below St Mawes Castle, and a new, crescent-shaped battery, Half Moon battery, was built on Pendennis Headland. A naval dockyard was built at Mylor in the Fal Estuary and this served as a base for blockades of the French Breton ports. The remains of St. Anthony's Fort & Battery contribute greatly to making the Falmouth Fortress, and represent perhaps the best surviving early breech-loading artillery fortress in the United Kingdom.

During the decades from the end of the 19<sup>th</sup> century into the early 20<sup>th</sup> century the defence of Britain's ports and dockyards, especially those along its southern coasts, continued to be refurbished in light of the growth of the French and German navies. Around the Fal Estuary, new gun batteries were put in place at Pendennis Headland, and a new battery to replace the Napoleonic works on St Anthony's Head was built in 1897. 64-pounder rifled muzzle-loading guns were sited on the headland, but by 1904 these had been replaced with a new battery, armed with two six-inch breech-loading guns. A minefield was laid out on the seabed between Pendennis and St Mawes.

At the same time the effectiveness of the batteries was increased by the installation of Defence Electric Lights - batteries of searchlights pointing out to sea to detect enemy ships for the larger guns and for the defences of harbour entrances armed with Quickfire Batteries. These lights were placed along the eastern edge of Pendennis headland below the fort and on the cliff edges below St Mawes Castle and St Anthony Battery. An additional Battery was also constructed further to the East (c.1KM) at Killigrew Head.

The fort was heavily protected by ramparts, an un-climbable fence and a deep ditch, and contained an underground magazine, a guard room and officers' quarters (now converted to holiday cottages). During World War II a new Battery Observation Post was erected for plotting the position of enemy ships. The Searchlight structures and upstanding elements of the gun emplacements both at St Anthony and Killigrew were demolished in the late 1950's.

The underground magazine at St. Anthony's Battery sites the well preserved remains of four hand-cranked ammunition lifts which originally ran up the gun emplacements above, though currently these are truncated at ground level, buried beneath rubble resulting from the demolition of the anti-strafting shelters which formerly partly covered the gun pits.

St Anthony Battery continued to be occupied until 1957 when Britain's coastal artillery sites were decommissioned. In 1959, the National Trust bought the headland for the nation and in 1997, the NT substantially restored the site, creating a path along the rock-cut ditch, giving access to the Battery Observation Point and constructing a bird hide.

## Project extent

The excavation will be limited to the eastern gun pit at St. Anthony's Battery, though the working area will extend a limited extent into the surrounding area, the extent of this area to be discussed and agreed in advance with the NT Archaeologist and Ranger.

## Aims and objectives

The principal aim of the study is to gain a better understanding of the degree of survival of the detail of the infilled eastern gun pit through its excavation and recording, and to undertake works which will assist in its future presentation to the public. The project objectives are to undertake the controlled excavation of the debris infilling the eastern



gun pit and the production of an illustrated report on the results, with a particular focus on interpretation, presentation and understanding.

## 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.

### Desk-based assessment

A desk-based assessment will be carried out to inform the fieldwork stage. This will comprise:

- Published sources
- Historic maps, including, where relevant:
  - Joel Gascoyne's map of Cornwall (1699)
  - Thomas Martyn's map of Cornwall (1748),
  - OS 1 inch survey (c1810)
  - Parish tithe maps (c1840),
  - 1<sup>st</sup> and 2<sup>nd</sup> Editions of the OS 25 inch maps (c1880 and c1907)
- Military plans, where available
- Modern maps
- Historic aerial and ground photographs, where available

### Fieldwork: excavation

The excavation will comprise the removal of all of the demolition material infilling the eastern gun pit at St. Anthony's Battery. The gun pit is 12.5m in diameter and the rubble infill is understood to be approximately 2.0m deep, resulting in a requirement to excavate approximately 300 m<sup>3</sup> of what is likely to comprise possibly reinforced mass concrete and concrete blockwork. The bulk of this material will be removed from the gun pit using a mechanical excavator stationed adjacent to it and working under the close direction of the site archaeologist. Plans and photographs of the battery, or of equivalents elsewhere in Britain will be studied in advance of the excavation in order to guide this work and to identify any features such as mountings or fixings which may survive beneath the rubble to avoid damage to them during this process. It is possible that the centre of the pit may retain the substantial cast iron pedestal on which the gun was mounted. There should also be access stairs, niches for lighting and communications equipment and the top of the ammunition hoist.

Unless impossible for logistical reasons, the final stages of the excavation comprising the removal of the final rubble deposits will be undertaken by hand to avoid damage to the gun pit and its surviving features.

During the excavation process, the removed material will be scrutinised to check whether it includes any significant artefacts. If this is the case these will be recovered and will either be stored on site or, if vulnerable to theft or inappropriate disposal, or vulnerable to degradation unless stored in an appropriate environment, will be temporarily removed from site for safekeeping and stored in the Historic Environment finds hut. In the event of any potentially live ordnance being exposed during the excavation process, all work on site will stop immediately, the site will be secured and the appropriate authorities informed. Work will not resume until the site has been declared safe.

A final clean up of the gun pit and its detail will be undertaken by hand.

Disposal of the rubble arising from the excavation will be undertaken by the National Trust. The HE Projects site supervisor will liaise closely with the NT Ranger for St. Anthony's Head site on this matter. Although it would be preferable to load arisings directly into a truck to avoid double-handling and associated additional costs to the NT, it will probably be necessary to stockpile this material on site on a temporary basis, and an area adjacent to the gun pit suitable for this activity will be identified and agreed with the National Trust.

The excavation site and working area will be enclosed at all times within site fencing which will be secured at night. No persons other than the excavation team or NT representatives will be permitted within the fenced area without the express permission of the HE Projects site supervisor or the NT Ranger/Archaeologist, only if wearing agreed and appropriate PPE, and only following a site H&S briefing and after reading the site risk assessment. A record will be kept of all persons on site in a site diary. Any persons within the fenced area who are felt to be acting inappropriately or in a manner likely to present a risk either to themselves or the site team will be required to leave the site immediately.

### **Fieldwork: recording**

Recording of the gun pit will be undertaken at various stages during the excavation. A measured and photographic survey of the infilled gun pit and its immediate surroundings will be undertaken prior to any works taking place. Detail revealed by the work will be recorded photographically as the excavation proceeds; general views of the excavation process will also be taken. Once the gun pit has been completely emptied and cleaned up, a detailed measured survey of its interior will be undertaken. This will comprise a ground plan at a scale of 1:20 or 1:10 and a continuous elevation of the gun pit sides at a scale of 1:10; drawings of fixtures, fittings and artefacts will be prepared at suitably detailed scales where appropriate.

All plans will be tied to the National Grid and related to OS datum.

Archive quality photographic recording of the gun pit and its detail will be undertaken on completion of the excavation stage of the work.

The rubble infill of the pit is felt likely to comprise a single context. However, should this not prove to be the case, standard HE Projects context sheets will be employed using a continuous numbering system.

The find spots of any significant artefacts will be recorded in three dimensions and these will be assigned unique find numbers. Artefacts will be cleaned of any superficial debris on site; they will then be tagged with their find number and, where suitable, placed within suitable containers for temporary storage, pending any necessary conservation work or other finds processing in line with the UK Institute of Conservation's *Guidelines for the treatment of finds from archaeological sites*. All recovered artefacts will be retained initially; decisions as to whether any should be discarded will be agreed on an item by item basis with the NT Archaeologist and Ranger. Fixtures and fittings will be left *in situ*. Where these are of materials which might have the potential to degrade rapidly if left exposed, appropriate measures to protect them pending conservation by the NT will be discussed with the NT Archaeologist. An artefact catalogue will be prepared in line with the terms set out in the brief.

In the exceptionally unlikely event that human remains are revealed within the fills of the gun pit, all work will cease immediately, the site will be securely fenced and the remains will be temporarily covered over. The NT Archaeologist, Ranger and Coroner will be informed and subsequent actions will follow the relevant Ministry of Justice regulations.

### **Fieldwork: photographic recording**

This will comprise:

1. Black and white photographs using a 35mm or medium format camera on fine grain archive quality film.



2. Supporting colour photographs will be taken using a digital camera (with a resolution of 8MP or higher); these will be used to illustrate the report and may be used for presentation and interpretation purposes.

The photo record will comprise:

- general views
- examples of structural and architectural detail

The methodology for the archive standard photography will be 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 natural light with an electronic flashgun
- A metric scale will be included in all views, except where health and safety considerations makes this impractical

### **Creation of site archive**

This will include:

- Archiving of black and white photographs to HER standards and using the supplied NT record form
- Digital colour photographs (stored according to HER and NT guidelines. Copies of images will be provided to the NT in an agreed format)
- Preparation of finished drawings
- An artefact catalogue
- Completed context records
- Completion of an English Heritage/ADS OASIS online archive index

### **Archive report**

A written report will include:

- Contents list
- Summary
- Acknowledgements
- Project background
- Aims and objectives
- Methodologies employed
- Location and setting
- Designations
- Site history
- Project results
- Significance
- Conclusions
- References
- Project archive index
- Supporting illustrations: location map, historic maps, plans, elevations/sections/profiles, photographs

The report will be supplied to the NT Archaeologist for discussion at draft stage.

Copies of the final report will be supplied to the NT in hard copy and in a digital format to be mutually agreed. A paper copy and a digital (PDF) copy of the report, illustrations and any other files will be lodged with 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 and EH guidelines.

The archiving will comprise the following:

1. All correspondence relating to the project, the WSI, a single paper copy of the report together with an electronic copy on CD, stored in an archive standard (acid-free) documentation box
2. A2 drawn archive storage (plastic wallets for the annotated record drawings)
3. Archive standard negative holders and archive print holders, together with an image catalogue.
4. Other site records where produced, including the archive catalogue (if produced)
5. The archive will be transferred to the NT on completion of the project.

## **Timetable**

The excavation is anticipated to be commenced during June 2012. HE will require at least three weeks notice before commencement of work, in order to allow the allocation of field staff time and the arrangement of other logistics.

The archive report will be completed within 5 months of the end of the fieldwork. The deposition of the archive will be completed within 3 months of the completion of the archive report.

## **Monitoring and Signing Off Condition**

Monitoring of the project will be carried out by Jim Parry, NT Archaeologist.

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

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

## Terms and conditions

### Contract

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

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

### Project staff

The project will be managed by a nominated Senior Archaeologist (Adam Sharpe BA MIfA) 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 (see below for details).

### 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 jointly held by the Historic Environment, Cornwall Council and The National Trust. Existing copyrights of external sources will be acknowledged where required.

## **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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 as well as Professional Negligence Insurance.

## **Project team details**

### Project Manager

*Adam Sharpe BA MIFA*

Senior Archaeologist specialising in the recording, interpretation and conservation management of industrial buildings, sites and landscapes, having worked with HE and its predecessors since 1984 and having recently published a guidance manual on the conservation of mine buildings. Major projects during the past two and a half decades have included the Bodmin Moor and West Penwith Projects, the St. Just survey and all of the related National Trust and Objective One conservation projects, the Minions Survey, most elements of the Mineral Tramways Project over the past 20 years and the recent conservation of Trewavas mine. Adam has been closely involved with the development of Geevor into a major heritage site since its closure in 1991 and managed the data collection and boundary identification stages of the successful Cornish Mining World Heritage Site Bid. Member of the IfA Buildings Group and former member of the Fortress Study Group.

### Project staff

*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.

*Carl Thorpe BSc*

Archaeologist and Finds Manager with HE. His extensive fieldwork experience includes excavations at Tintagel, several churches (St Mawgan in Pydar, Mullion, Bodmin Friary, Tintagel) and miscellaneous watching briefs over 20 years covering a wide range of sites dating from the Neolithic to the Post-medieval. Carl has undertaken numerous post-excavation projects, including Gwithian, Trethurgy, Trevelgue Head, Tintagel, Stannon, Tremough, and Boden. Carl is a national specialist in post-Roman ceramics (contributed analysis and report to University of Glasgow's publication of Excavations at Tintagel). He has a detailed knowledge of Cornish later prehistoric, Romano-British, Medieval and Post-medieval ceramics. He is a specialist in stone artefacts and also has a wide knowledge of other categories of finds (glass, metalwork etc) from most periods. Carl is an experienced archaeological artefact illustrator with numerous published examples including finds from Tintagel and Trethurgy. His research interests include the Romans in Cornwall; the post-Roman period in Britain and its trade connections; Early Medieval inscribed stones; Medieval graffiti and graffiti games. Member of the Society for Medieval Archaeology.

Volunteer opportunities

The National Trust property staff will be approached in advance of the project taking place to determine whether any staff or volunteers are interested in assisting with the excavation and recording processes. Local members of the Fortress Study Group may also be interested in assisting with specialist aspects of the work, such as the identification of artefacts. All volunteers will need to be approved as suitable by the HE Projects team and by the NT, will be required to wear appropriate PPE, have read the site risk assessment and be subject to site rules.

Excavator driver

Tenders will be sought from reputable and fully certificated and insured local excavator hire companies. All relevant documentation will be required to be produced before work commences.

*Adam Sharpe BA MIfA*

*Senior Archaeologist*

*02/03/2012*

*Historic Environment Projects*

*Cornwall Council*

*Kennall Building, Old County Hall,*

*Station Road,*

*Truro, Cornwall. TR1 3AY*

*Tel: 01872 323603; Fax: 01872 323811*

*Email: [asharpe@cornwall.gov.uk](mailto:asharpe@cornwall.gov.uk)*

# Historic Environment Projects

## Health and Safety Risk Assessment Record

**Project No:**

**Site:**

**Area:**

**Date:**

**Persons affected (tick as appropriate)**

Category	Under 10	Over 10	None	Worker classification	
Employees				Experienced	
Other staff				Inexperienced	
Volunteer				Disabled	
Work experience					

**Identify ALL hazards. Tick if hazard present/requires control. X if no hazard**

Physical Injury Hazards		Physical Agents		Manual Handling	
Buried services		Ionising radiation		Lifting and moving objects	
Gases/fuels		Lasers		<b>Electrical</b>	
Unstable ground		Ultraviolet light		Buried cables	
Unstable structures		Very hot/cold objects		Overhead cables	
Demolition		Noise		<b>Miscellaneous</b>	
Access equipment		Vibration		Poor/absent welfare facilities	
Slips, trips or falls	✓	Arc welding		Lone working	
Vegetation conditions		<b>Hazardous substances</b>		Stress	
Boggy ground, etc.		COSHH substances		People	
Drowning		Soil contamination		Animals	
Projecting objects	✓	Human remains		Severe weather	
Mobile plant		Animal remains		Restricted access	
Dust		Sewage/effluent		Confined spaces	
Moving machine parts		Micro-organisms		Equipment/tools	
Unstable trenches		Vermin/Weils disease			
Falls from heights		Stings, bites etc.		Traffic	
Fire explosion					
Portable tools					
Traffic					

**Risk evaluation (see above checklist and enter appropriate score)**

Risk	A: Likelihood of harm			B: Severity of injury			Risk total
	Unlikely 1	Possible 2	Likely 3	Sligh t 1	Seriou s 2	Majo r 3	
Physical							Multiply Columns A x B





## Environment Service Briefing Note

**To:**

**From:**

**Date:**

For your information, the Environment Service is delivering the following activity(ies) in your Ward(s).

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Should you require further information, please contact me as detailed below.

<b>Tel:</b>	<b>Mobile:</b>
<b>email:</b>	<b>Address:</b>

**NB the following text is supplied for information. It should be pasted into the current letterhead standard**

Dear

**Re: Assignment of Copyright**

This letter governs the assignment of the copyright in the Work entitled [name of work] ("the Work") from you ("You") to Cornwall Council ("the Council"). By signing this letter, You confirm that you are the proprietor of and are beneficially entitled to the copyright and all rights of a like nature conferred in the United Kingdom and throughout the World.

Please sign and return a copy of this letter to confirm that You agree to assign with full title guarantee to the Council the copyright in the Work, providing that the Council shall acknowledge your authorship of the Work on the Work itself.

The Council shall permit You to use the Work in accordance with Schedule 1 of this Agreement after the date of assignment of the copyright.

This Agreement shall be governed by and construed in accordance with English law and each party hereby submits to the non-exclusive jurisdiction of the English courts.

This Agreement shall be fully executed by the parties authorised representatives on the later of the dates set out below.

Please countersign both copies of this letter to signify your agreement to the above terms and return one copy to Historic Environment, Cornwall Council at the above address whilst retaining the duplicate copy for your records.

Signed \_\_\_\_\_

Name:

Date:

Copyright Owner

Signed \_\_\_\_\_

Name:

Date:

Authorised Signatory for Cornwall Council

Please note that any personal data that you have provided to Cornwall Council may be disclosed to the Royal Cornwall Museum during the transfer of the archives. The purposes for disclosing the personal data is to ensure that a full and complete historic record is maintained by the museum and may be made



available to members of the public for research, education and private study. If you have any queries or concerns regarding the disclosure of any personal data which may relate to you, please contact the sender of this letter at the above address.

## **Schedule 1**

### **Permitted Use of the Work**

- 1.1 You may use perform any of the exclusive rights of a copyright owner in relation to the Work as detailed in the Copyright, Designs and Patents Act 1988.
- 1.2 You may only use the Work as detailed in paragraph 1.1 above where:
  - 1.2.1 You have acknowledged on all copies of the Work that the Work was commissioned by the Council; and
  - 1.2.2 You acknowledge any contribution of the Council to the production of the Work; and
  - 1.2.3 You are not performing any of the exclusive rights in direct competition with the Council.

## Historic Environment

## Project Archive Index

**Project Name:**

**Project No:**

**Project Type:**

**Project Dates:**

**Site Code:**

**Acc No:**

**Form Completed By:**

**Date Form Completed:**

### Part 1: The Documentary Archive

#### 1.1 The Site Archive

Record Details	Dates/ Record Nos	Format/ Medium	Qty	Box No
<b>Site Records</b>				
Context records, Building, Fieldwalking, Human Bone, Sample, Geotechnical reports, Notebooks, Finds Context list, Finds and sample box list, Geophysical Survey, Test pit *				
(NMR Category B: Site Data and NMR Category C: Finds Data (Text and Drawings))				
<b>Drawings</b> - GRE, GRH, Original Drawings				
NMR Category B: Site Data				
<b>Photographs</b> - GBP, GCS,				
NMR Category D: Photographs/Slides				
<b>Project Administration</b> - Correspondence, Project Design, Interim Statements etc.				

\* For a complete list of record types which may be present in the Site Archive please consult the Guidelines for the Preparation and Deposition of Documentary Archives p 3

## 1.2 The Research Archive

Details	Dates/ Record Nos	Format/ Medium	Qty	Box No
<b>Specialist Assessments and Analyses</b> - Analytical records and drawings, conservation reports etc.				
<b>Reports</b> - Interim reports, Final Reports, Published Reports (master), Notes to file.				

### Electronic Data held by HE - (directory and folder name)

Project admin:

Digital photographs:

Electronic drawings:

### Notes

## Part 2: Finds Archive

Finds Box Contents Register completed and attached

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## Part 3: Deposition Details

### 3.1 Archives to be retained at HE

Location: .....

Date material needs to be reviewed again:.....

### 3.2 Archives to be transferred to the RCM

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Date of Deposition of Documentary archive:.....

Date of Deposition of Finds archive:.....



## HE Project Review

Project name:		Proj. No.	
Project type			
Project manager		Proj officer	
Review by:		Date:	
Comments on specific work stages (eg resources, methods, health and safety, equipment, training needs)			
Workstage	Comment		
Client feedback?			
Overview (resources, standards, timetable: key lessons learnt?)			
Recommendations?			
<p><i>Project Manager to fill out with Project Officer, as appropriate.</i></p> <p><i>Check actual time spent compared to allocations.</i></p> <p><i>Save form with project folder. Copy (electronically) to PGR.</i></p>			