



Land west of Trevena, off Molesworth Street, Tintagel, Cornwall

Archaeological Watching Brief



Cornwall Archaeological Unit

Report No

2014R062

Report Name

Land west of Trevena, off Molesworth Street, Tintagel

Report Author

Hayley Goacher

Event Type

Watching Brief

Client Organisation

Client Contact

Mrs P.A. Collins

Monuments (MonUID)

Fieldwork dates (From)

(To)

(Created By)

(Create Date)

11/07/2014

11/07/2014

Hayley Goacher

August 2014

Location (postal address; or general location and parish)

Molesworth Street, Tintagel, Cornwall

(Town – for urban sites)

(Postcode)

PL34 0BZ

(Easting) X co-ord

(Northing) Y co-ord

SX

05679

88317



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Cover Image

The development site looking towards northwest towards Tintagel village.

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1. Introduction

Project background

Cornwall Archaeological Unit, formerly Historic Environment, Projects, were commissioned by Mrs Collins on behalf of Trelawney Estates to provide a programme of archaeological mitigation during the first stage of a proposed development off Molesworth Street, Tintagel (Figure 1 Figure 2). The area comprised a sub-rectangular area of scrubland which will be developed for 22 houses. The archaeological recording was a requirement of Condition 11 of the approved planning application (E1/2009/01745) and includes the following stipulation:

"No development shall take place within the area to be developed until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the Local Planning Authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPG16 Archaeology and Planning."
[now superseded by NPPF (March 2012), Section 12]

Cornwall Archaeological Unit were approached by Mrs. Collins on behalf of Trelawney Estates with a request for the costs and timetable for an archaeological assessment and geophysical survey of the site on 07 January 2014, with advice from Mr. P. Copleston, HEPAO (east) dated 6 November 2013 being attached. Following the geophysical survey, Mrs. Collins was anxious to commence the development to secure the planning permission, and proposed the excavation of the foundation trench for one dwelling. Mr. Copleston indicated that this work would need to be subject to an archaeological watching brief, which in this instance would be focussed on this preliminary trenching. Mr. Copleston has also indicated that subsequent phases of work on site will also require archaeological watching briefs.

A watching brief was agreed and the methodology set out in the Written Scheme of Investigation (WSI) produced by Cornwall Archaeological Unit (Appendix 1). The WSI was agreed with the planning advice archaeologist and the client and the fieldwork was undertaken on 11th July 2014.

Historical Background

The prehistoric evidence inland and immediately surrounding Tintagel is quite tentative. Place and field names at Polkerr House, 'carnfield,' Tintagel and Bossiney are suggestive of rounds dating to the Iron Age or Romano-British periods but there are no known surviving remains. Coastal remains at Tintagel Island and Willapark are better defined. Willapark is an Iron Age cliff castle with the remains of a rampart across the headland on which it is situated. Tintagel Island, a Scheduled Monument, has Romano-British occupation evidence but most of the remains for which it is well-known are later in date. These include early medieval high status trading and settlement, an 11th century church and the 13th century castle of the Earls of Cornwall.

Tintagel Island was an entirely separate settlement from what is now Tintagel village, formerly known as Trevena. An earthwork, now a Scheduled Monument, at Trevena Church is probably one of the village's earliest remains. It is thought to be an enclosure bank for an early Christian cemetery but could have been part of a hillfort or similar prehistoric site. Trevena was first recorded in 1259 as 'Trewarmene,' a Cornish name meaning 'estate/farm upon the hill' (Padel 1988; 163). This is slightly later than Tintagel, which was first recorded in 1137 as 'Tintagol,' also a Cornish name probably meaning 'fort of a constriction' alluding to its earlier prehistoric origins (Padel 1988; 163). The differentiation in the two places and names survived until at least 1907 where they are still separately labelled on the OS map. Neither are referenced in the Domesday Book of 1086. Bossiney is probably the closest manor and was a small holding held by Alfwy before 1066. It included only three villagers and three smallholders and at the time of the survey was valued at 15s (Thorn and Thorn 1979).

Medieval and early post medieval Trevena featured a number of buildings of interest, elements of which are documented or survive. The earliest of these was St Denys Chapel, which no longer survives, but which was licensed in 1400 and had an attached

priest's house. It is believed to have been located directly north of the development area. The Grade I Listed Old Post Office is a 15th century former steward's or manor house built of local slate rubble. It is a rare Cornish survival of a hall house. Trevena Vicarage Dovecote, Grade II* Listed and a Scheduled Monument, is a circular building with a conical roof that may date to the 13th century but is more likely to originate from the 16th century. It is adjacent to the 17th century Grade II Listed vicarage. The Hall of Chivalry, built in the 19th century for the Fellowship of the Round Table is also Grade II Listed. It was constructed from a wide variety of Cornish stone and is now an exhibition space for the King Arthur legends.

Gascoyne's 1699 (Figure 4) and Martyn's 1748 maps both show Trevena as a few buildings along a road whilst Tintagel is labelled alongside 'King Arthur's Castle.' The 1803 OS map similarly depicts Trevena but by 1875 the OS map shows linear plots behind the properties on the main street. These are indicative of medieval burgage plots and are also depicted on the slightly earlier 1842 Tithe Map for Tintagel parish (Berry *et al* 2003, 18; Figure 5). Land parcels 803 and 804 equate to the development area. Parcel 803, according to the 1841 Tithe Apportionment, was an arable meadow owned by Lord Wharnccliffe and Nicholas Cory as part of the Halmeers holdings and was occupied by Jethro Bunt. Parcel 804 was called Backside, in reference to its origin and purpose, and was arable land owned and occupied by Edward French. The 1875 OS map is very similar to the Tithe Map though it shows some enlargement of the village and former burgage plots. The 1907 OS map again indicates minimal change with further enlargement or added complexity to some of the buildings (Figure 6).

In the modern period Trevena has become inextricably linked to Tintagel and has become a tourist destination with associated amenities. The development site has remained vacant and become scrubland, relatively unaffected by tourists and modern alterations to the historic core of the village.

2. Aims and objectives

The aim of the project was to gain a better understanding of the site in the event of any disturbance of potential buried archaeological remains. The objective was to obtain an archaeological record of any remains prior to their removal.

The site specific aims were to:

- Draw together the historical and archaeological information about the site;
- Undertake an archaeological watching brief during trenching operations.
- Determine the extent, condition, nature, character, date and significance of any archaeological remains revealed during the works;
- To recover any artefacts contained within the excavated material;
- Undertake any necessary specialist analysis of artefacts or other material recovered during the excavation;
- Produce a report containing the interpreted results of the watching brief and to produce an ADS/OASIS entry for the assessment.

The development area had the potential to contain important buried archaeological sites, some of which could have related to the prehistoric or historic remains within and around Trevena. The key objective of the archaeological investigation of this area was to provide an opportunity to better understand the character and potential of this resource by recording sites and features affected by it.

3. Working 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.

Pre-works

In advance of site works CAU agreed with the client:

- Working methods across the development area and programme.
- Health and Safety issues and requirements.

Watching Brief

The archaeological recording of the foundation trench (where ground reduction took place) took the form of a watching brief. Site works were carried out and were followed by the attendance of an archaeologist to record any features which become exposed during the stripping process.

Creation of site archive

To include:

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

Archive report

On completion of the fieldwork, the paper records were collated and digitised where necessary and all photographs have been archived. An archive report outlining the results for the project was also produced (this report).

4. Results

A single trench measuring 10m in length, 0.5m wide and 0.7m deep was excavated in the southeast corner of the development site close to the access from Molesworth Street (Figure 3). The topsoil was approximately 0.4m deep and consisted of a fine, dry, grey-brown silty-loam with frequent slate fragments of varying sizes and a high frequency of modern rubbish and building debris (Figure 7). The subsoil below was a green-grey silty-clay with occasional slate fragments less than 100mm in diameter. No artefacts or features of archaeological interest were found in the trench or the extracted soil.

The remainder of the site was noted as being covered in dense scrub up to 2m in height.

5. Conclusion

Despite the quite high archaeological potential (Berry *et al* 2003, 18), the small scale of the excavations and the location of the trench adjacent to modern housing and the road probably account for the absence of archaeology during these works. However the archaeological potential of the site as a whole remains high and any further development works, particularly in the northern part of the site closer to the historic core of Trevena, may reveal features of archaeological interest.

6. References

Berry, E. Cahill, N. Mattingly, J. and Thomas, N. 2003 *Tintagel, Cornwall: Characterisation assessment*. Cornwall Archaeological Unit, Truro

Padel, O.J. 1988. *Cornish Place-names*, Penzance

Thorn, C. and Thorn, F. (eds.) 1979, *Domesday Book, 10: Cornwall*, Chichester

7. Project archive

The CAU project number is **146394**

The project's documentary, photographic and drawn archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office. The contents of this archive are as listed below:

1. A project file containing site records and notes, project correspondence and administration.
2. Digital photographs stored in the directory R:\Historic Environment (Images)\SITES.Q-T\Trevena Tintagel WB Phase 1
3. English Heritage/ADS OASIS online reference: cornwall2-188578

This report text is held in digital form as: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites T\Trevena Tintagel WB Phase 1 2014

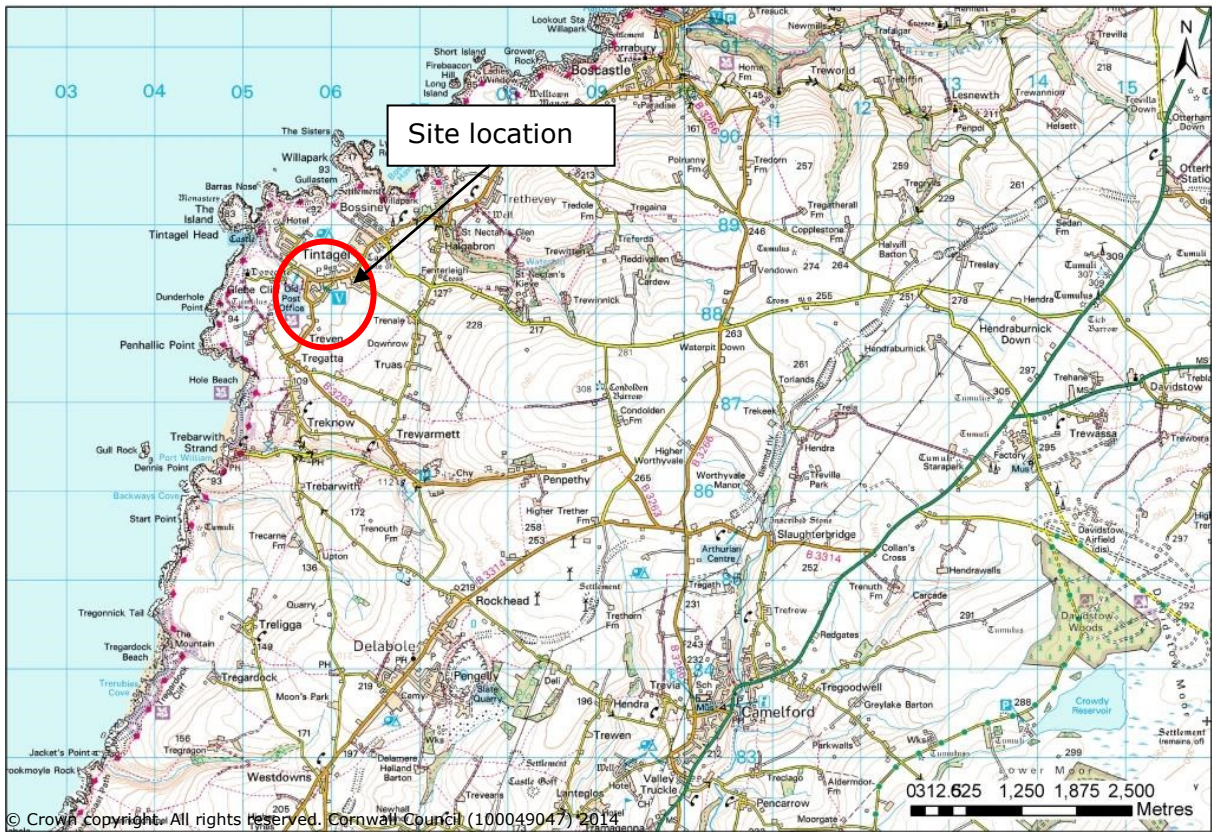


Figure 1: Location of Tintagel.

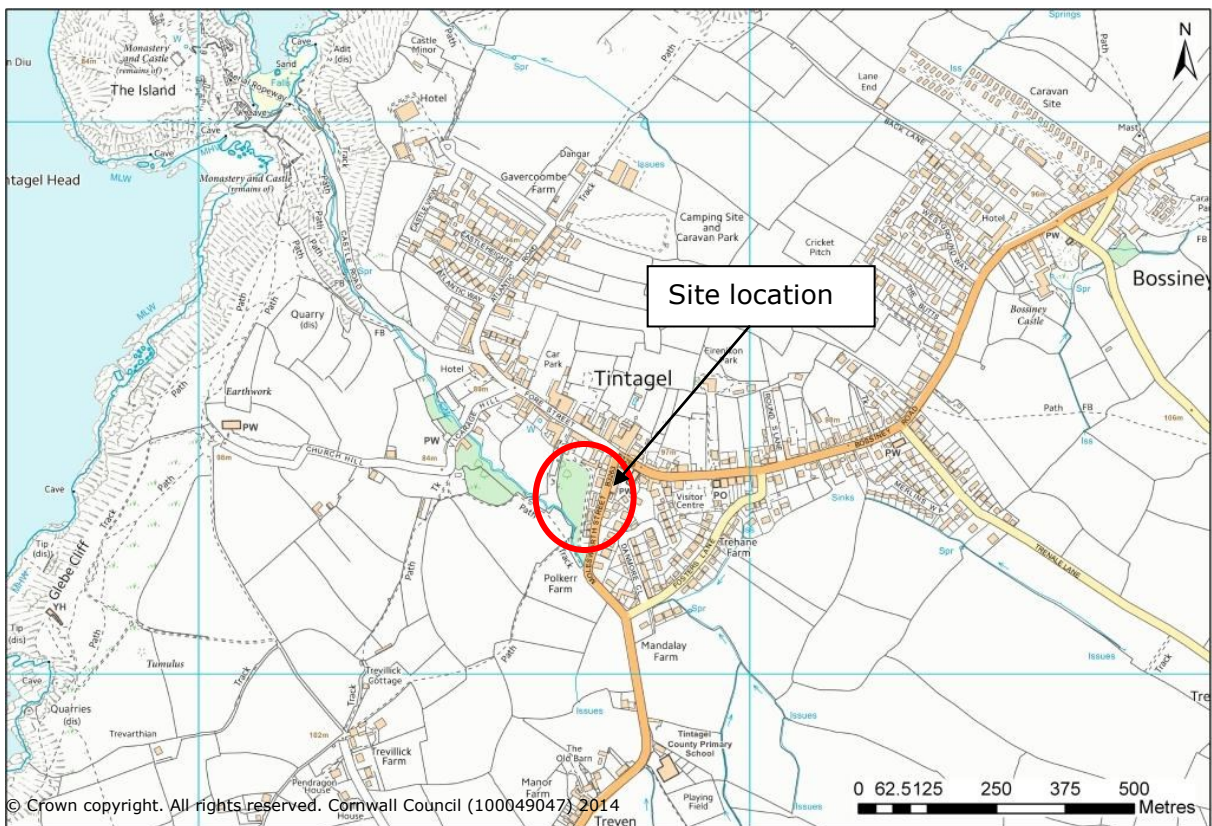


Figure 2: Location of the development site within Tintagel village.

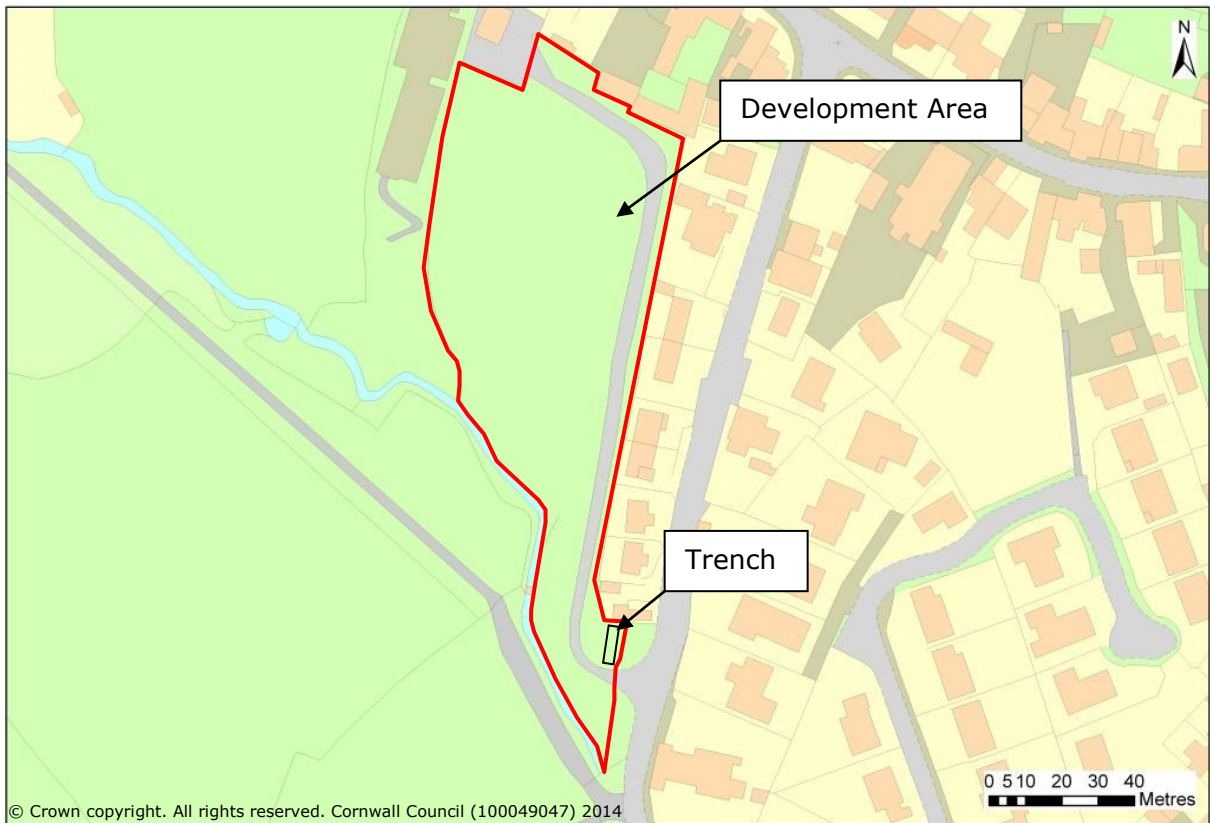


Figure 3: The development area defined by the red outline with the location of the trench, in black, in its south-eastern corner.

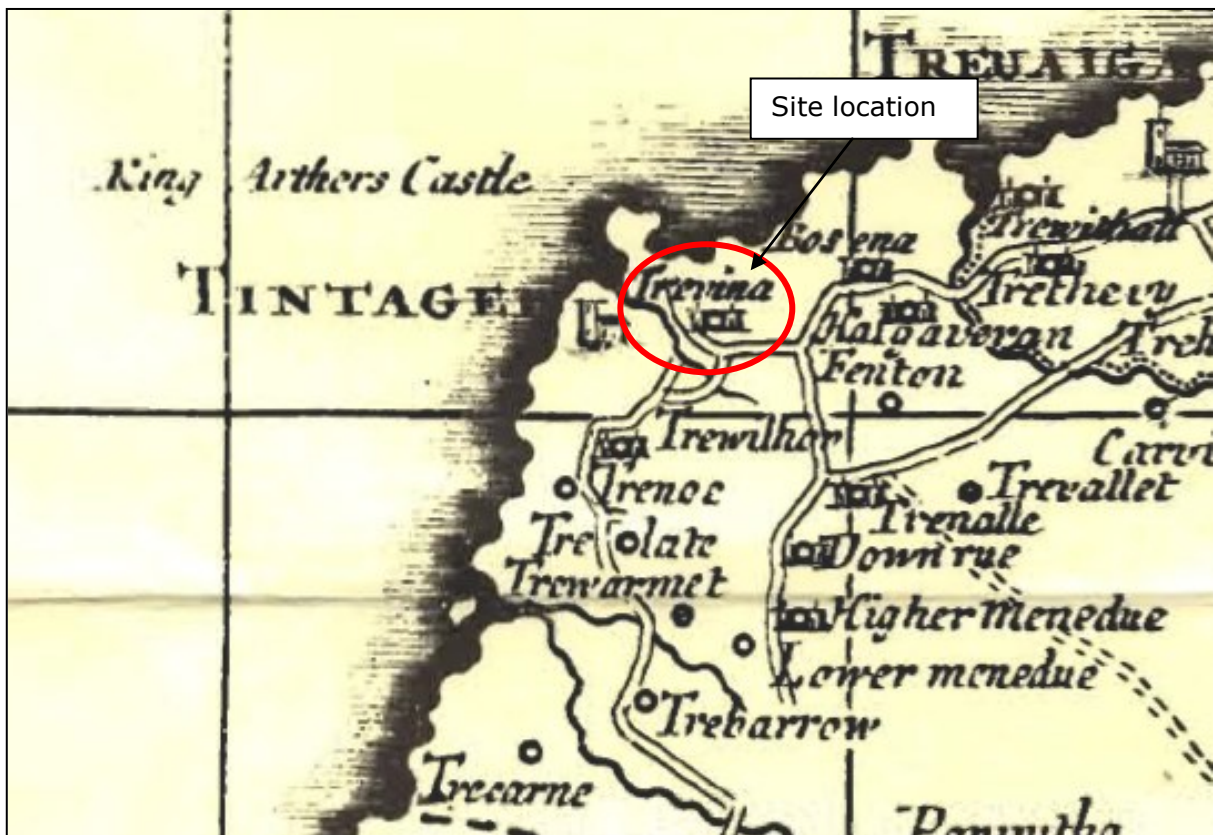


Figure 4: Gascoyne's 1699 map depicting 'Trevina,' Tintagel and 'King Arther's Castle.'

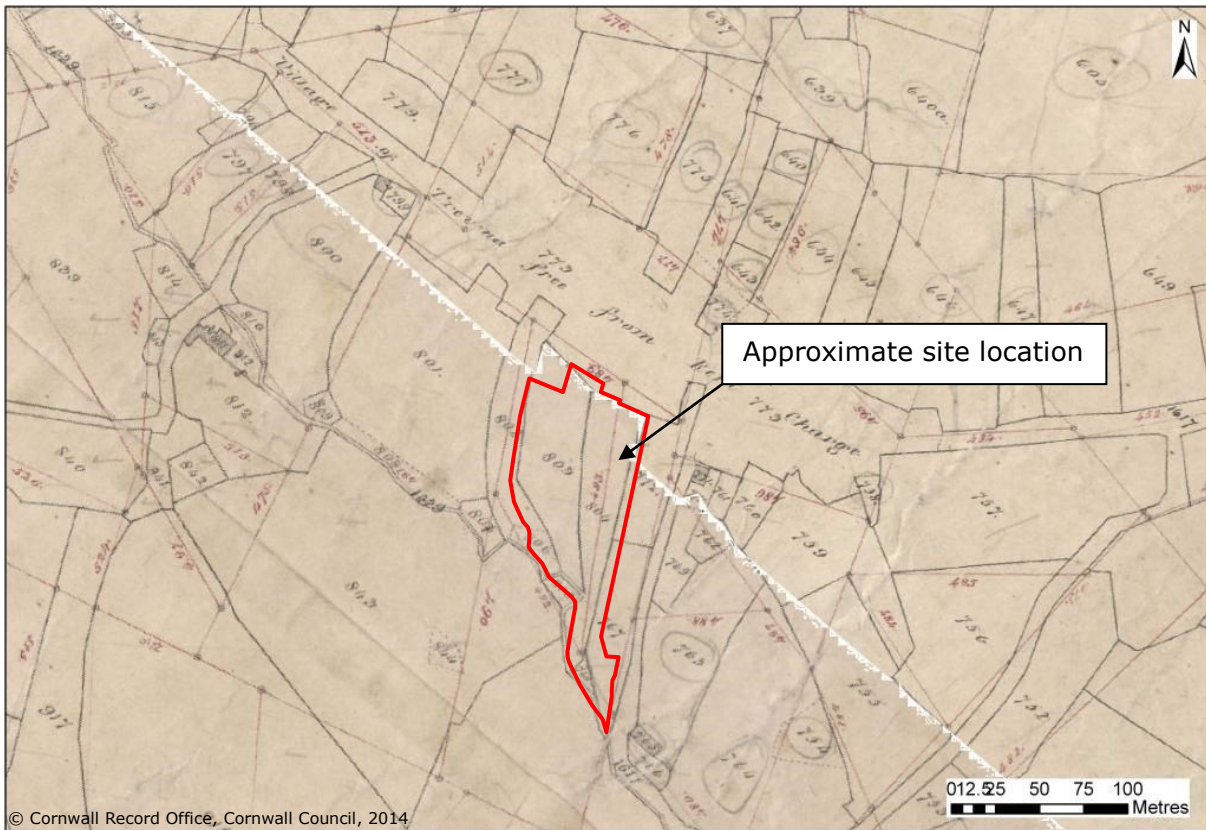


Figure 5: The Tintagel Tithe Map of 1841. Note the long narrow strips that are the remains of medieval burgagge plots.

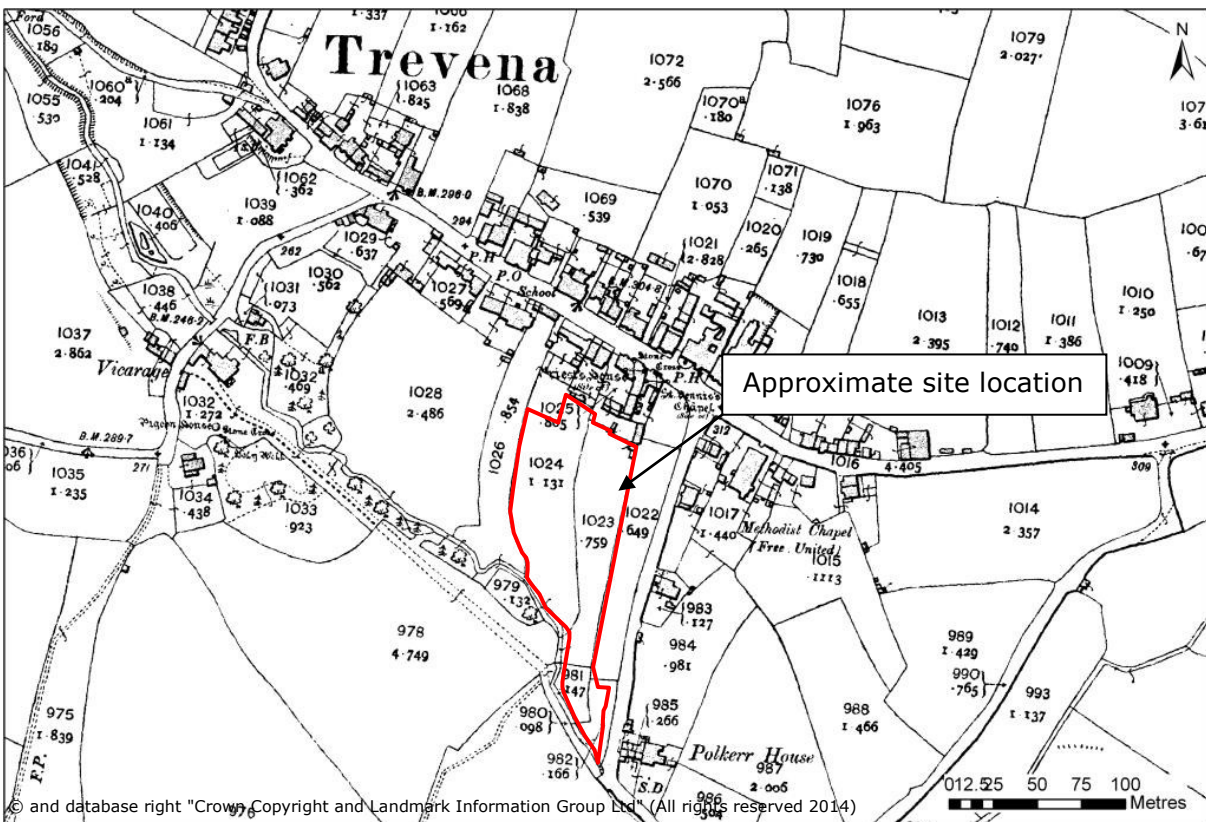


Figure 6: The 1907 OS map of Trevena village, as it was still referred to, with the surviving burgagge plots overlaid with the approximate development site location.



Figure 7: The excavated trench and spoil, note the high quantity of modern debris and rubble.

APPENDIX 1: Written Scheme of Investigation Land west of Trevena, off Molesworth Street, Tintagel: Written Scheme of Investigation for a first stage archaeological watching brief

Client: Mrs P.A. Collins
Client contact: Mrs. P.A. Collins
Client email: anne.collins@trelawneyestates.co.uk

1 Project background

Planning application E1/2009/01745 was submitted on the 10th December 2009 and was for the construction of 22 dwellings. This application has been approved subject to 17 conditions. Condition 11 states:

"No development shall take place within the area to be developed until the applicant has secured the implementation of a programme of archaeological recording based on a written scheme of investigation submitted to and approved by the Local Planning Authority. Reason: To ensure that provision is made to record finds of archaeological interest in accordance with the requirements of PPG16 Archaeology and Planning."
[now superseded by NPPF (March 2012), Section 12]

The development area has been recorded on the Cornwall and Scilly Historic Environment Record (HER) as within land characterised as 'Anciently Enclosed Land' with a high potential for the survival of buried archaeological remains. The site is located immediately adjacent to and south of the historic core of Tintagel village and within the area of medieval burgage plots (strip fields) surrounding the settlement. Immediately to the north is the site of St Denys Chapel.

As far as is known, the only previous archaeological investigations within the development area consisted on a rather inconclusive geophysical survey undertaken in 2014 for this client. There have been a number of archaeological landscape assessments undertaken which include Tintagel, but the most relevant to this proposal is probably 'Tintagel, Cornwall: Characterisation Assessment (Cornwall Archaeological Unit, June 2003, Report No. 2003R057). Page 18 of this report discusses archaeological potential, mentioning the likely "survival of below-ground archaeology and elements of historic building fabric within the core area of Fore Street", and the "survival of below-ground archaeology within the area of the surviving burgage plots".

Historic Environment Projects were approached by Mrs. Collins on behalf of Trelawney Estates with a request for the costs and timetable for an archaeological assessment and geophysical survey of the site on 07 January 2014, a brief prepared by Mr. P. Copleston, HEPAO (east) dated 6 November 2013 being attached. Following the geophysical survey, Mrs. Collins is anxious to commence the development to secure the planning permission, and proposes the excavation of the foundation trench for one dwelling. Mr. Copleston has indicated that this work will need to be subject to an archaeological watching brief, which in the first instance will be focussed on this preliminary trenching. Mr. Copleston has also indicated that subsequent phases of work on site will also require archaeological watching briefs, and **it is stressed that this WSI applies solely to the preliminary trench on the site**. Subsequent groundwork operations on the site will be on a considerably larger scale, and will require the production of a separate WSI.

2 Site history

The project area lies immediately to the west of the main street of Trevena – the medieval settlement more commonly now known as Tintagel which was first mentioned in 1137. The area in question formerly sited a pair extended burgage plots (elongated

strips of land associated with medieval dwellings within the settlement) extending southwards towards the stream in the nearby valley. The boundaries of these plots survived until at least 1907, mapping dating to the last decades of the 19th century and to the first decade of the 20th century recording the 'site of St. Dennis' Chapel' and 'site of priest's house' near the northern boundary of the proposed development area, these apparently now both overlain by the present Tintagel Hotel. The 1877 OS mapping also shows a spring near the centre of the southern boundary of the plot, with a well-established path running from the settlement down to the spring. Comparison with the 1840 Tithe Award mapping shows that the course of the stream forming the southern boundary of the development area changed to some degree between 1840 and 1877. A geophysical survey undertaken by Archaeophysica Ltd in 2014 was inconclusive due to the prevailing site conditions.

3 Project extent

The development area is centred at SX 05679 88317, and consists of a broadly triangular area of land between the stream to the west of Trevena and existing houses on the west side of Molesworth Street, Tintagel, near the historic core of the village. The development area extends to 7,500m² and slopes westwards from 92m OD to the north east to 86m OD to the south.

4 Aims and objectives

Groundworks may disturb buried archaeological remains. In order to understand the site and produce a record of any archaeological features intersected during such works, an archaeological watching brief will be carried out.

The site specific aims are to:

- Draw together the historical and archaeological information about the site;
- Undertake an archaeological watching brief during trenching operations.
- Determine the extent, condition, nature, character, date and significance of any archaeological remains revealed during the works;
- To recover any artefacts contained within the excavated material;
- Undertake any necessary specialist analysis of artefacts or other material recovered during the excavation;
- Produce a report containing the interpreted results of the watching brief.

A further phase of watching briefs will be required when the remainder of the development is undertaken at a subsequent date. A separate WSI will need to be written and approved before any subsequent works are undertaken.

The project objectives are to produce a written report on the findings of the investigations and to produce an ADS/ONLINE entry for the assessment.

5 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 was undertaken at the assessment stage, and will be referenced in advance of the fieldwork, together with the results of the 2014 geophysical survey.

Fieldwork: Archaeological recording

The site archaeologist will be present during all ground works associated with the development. Archaeological recording during this stage of the project will comprise the excavation of a single trench (whose dimensions will be confirmed by the client in advance of works); this will be excavated by a mechanical excavator fitted with a toothless grading bucket for the removal of the overburden until the first archaeological horizon is exposed. This will then be hand-cleaned as appropriate, and any archaeological features will be hand excavated and recorded by the archaeologist to an appropriate level of detail. Only on completion of this work will the trench be further excavated to the level required for the client's groundworks

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

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

In advance of the trenching HE Projects will discuss with the client and with the site manager:

- Working methods and programme.
- Health, safety and welfare arrangements.
- Treatment of artefacts.

Recording - general

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the Ordnance Survey (electronic) mapping; all drawings will include standard information: site details, personnel, date, scale, north point. A site grid and site bench mark (TBM) will be set up and features and finds will be recorded in relation to these. The site grid will be located relative to the National Grid.
- All features and finds will be accurately located at an appropriate scale. Sections will normally be drawn at 1:10 and plans at 1:20.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.
- Finds will be collected in sealable plastic bags, which will be labelled immediately with the context number or other identifier.
- Drawings and photographs will be recorded in a register giving details of feature number and location.
- Sealed/undisturbed archaeological contexts in the form of buried soils, layers or deposits within significant archaeological features (ditches and pits, etc) will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Regional Advisor for Archaeological Science). Any necessary environmental sampling will be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).
- Excavated areas and spoil deriving from the trenching will be checked with a metal detector in order to recover any metal finds for identification.

Treatment of finds

The fieldwork may produce artefactual material.

- All finds in significant stratified contexts predating 1800 AD (e.g. settlement features) will be plotted on a scaled base plan and described. Post medieval or modern finds may be disposed of at the cataloguing stage and offered back to the site manager. The discard policy will be reviewed ahead of its implementation.
- All finds predating 1800 AD will be collected in sealable plastic bags which will be labelled immediately with the context number or other identifier.

Human remains

Any human remains which are encountered will initially be left *in situ* and reported to the HEPAO and the appropriate authorities (the Coroner), where appropriate. If removal is necessary this must comply with the relevant Government regulations. If burials are encountered their legal status must be ascertained and recording and/or removal must comply with the legal guidelines. If human remains are not to be removed their physical security will be ensured by back filling as soon as possible after recording. If human remains are to be removed this will be done with due reverence and in accordance to current best practice and legal requirements. The site will be adequately screened from public view. Once excavated, human remains will not be exposed to public view.

Fieldwork: photographic recording

The photographic record shall consist of prints in both black and white together with the negatives. Digital photography will be used for report illustration. For both general and specific photographs, a photographic scale shall be included. In the case of detailed photographs a north arrow will be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

The photo record will comprise:

- general views
- examples of significant 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

Archiving

Following review with the HE Project Manager the results from the fieldwork will be collated as an archive in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project.

This will involve washing and cataloguing of finds, the indexing and cross-referencing of photographs, drawings and context records.

All finds, etc. will be stored in a proper manner (being clearly labelled and marked and stored according to HE guidelines). All finds work will be to accepted professional standards and will adhere to the Institute for Archaeologists *Guidelines for Finds Work*.

All records (context sheets, photographs, etc.) will be ordered, catalogued and stored in an appropriate manner (according to HE guidelines).

The site archive and finds will initially be stored at HE premises. The archive including a copy of the written report shall be prepared for deposition with the Royal Cornwall Museum within two months of the completion of the full report and confirmed in writing with English Heritage. The RCM will be notified of the commencement of the project and included in discussions for sampling and disposal as appropriate.

The full report including all specialist assessments of artefact assemblages shall be submitted within a length of time (but not exceeding six months) to be agreed between

the applicant and the archaeological contractor, Cornwall Council Historic Environment and the Royal Cornwall Museum. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format. This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation. A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon, to the Courtney Library of the Royal Cornwall Museum and to the Cornish Studies Library.

In the event that there are no finds, the documentary archive in due course shall be deposited with the Cornwall Record Office, but in the medium term will be stored at ReStore PLC. All digital records will be filed on the Cornwall Council network.

Archive report

The results from the fieldwork will be presented in a concise report. Copies of the report will be distributed to the Client, the Cornwall and Scilly HER and the local and main archaeological record libraries. A PDF copy of the report will be produced.

This will involve:

- producing a descriptive text;
- producing maps and line drawings;
- selecting photographs;
- report design;
- report editing;
- dissemination of the finished report;
- deposition of archive and finds (if relevant) in the Royal Cornwall Museum, Truro.

The report will have the following contents:

- Summary
- Project background
- Aims and objectives
- Methodology
- Location and setting
- Designations
- Site history
- Archaeological results
- Chronology/dating evidence
- Significance
- Conclusions
- References
- Project archive index
- Supporting illustrations: location map, plans, elevations/sections, photographs

An English Heritage/ADS online access to the index of archaeological investigations (OASIS) record will be made.

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. The project archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.

6 Timetable

The study is anticipated to be commenced during Summer 2014. HE will require at least two weeks' notice before commencement of work, in order to allow the allocation of field staff time and arrange other logistics.

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

7 Monitoring and Signing Off Condition

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

Monitoring points during the study will include:

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

8 Historic Environment Projects

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

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

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

9 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.

10 Terms and conditions

Contract

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

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

Project staff

The project will be managed by a nominated Senior Archaeologist (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.

Report distribution

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

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

Copyright

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

Use of the material will be granted to the client.

Freedom of Information Act

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

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

Health and safety statement

As part of Cornwall Council, HE follows the Council's *Statement of Safety Policy*..

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

Insurance

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

Adam Sharpe BA MIfA

Senior Archaeologist

08 July 2014

Historic Environment Projects

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