



Pencalenick School fence trenching, Cornwall Archaeological Assessment



Cornwall Archaeological Unit

Pencalenick School fence trenching, Cornwall

Archaeological Assessment

Client	Mr M. Winchester on behalf of Mr G. Chappell for Pencalenick School
Report Number	2015R008
Date	January 2015
Status	Final
Report	Anna Lawson-Jones
Checked by	Andy Jones
Approved by	Andrew Young

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Acknowledgements

This study was commissioned by Mr M. Winchester on behalf of Mr G. Chappell for Pencalenick School and carried out by Cornwall Archaeological Unit, Cornwall Council.

The Project Manager was Andy Jones.

The views and recommendations expressed in this report are those of Cornwall Archaeological Unit 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.



Cornwall Archaeological Unit is a Registered Organisation with the
Chartered Institute for Archaeologists

Cover illustration:

Aerial photograph (2005) showing the area of the site.

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Abbreviations

CAU	Cornwall Archaeological Unit
CIfA	Chartered Institute for Archaeologists
HER	Cornwall and the Isles of Scilly Historic Environment Record
HLC	Historic Landscape Character
MCO	Monument number in Cornwall HER
NGR	National Grid Reference
OS	Ordnance Survey

1 Summary

Cornwall Archaeological Unit, County Council was commissioned by Mr M. Winchester on behalf of Mr G Chappell for Pencalenick School in January 2015 to undertake an archaeological assessment of a proposed fence trench line located to the west of the main school building.

The site lies within an area identified in the HER as being a medieval settlement, close to the former medieval Pencalenick House and the current very large, Grade II Listed Pencalenick House. The current house was completed in 1881, and was used during WWII for a number of purposes including army HQ, training ground, field hospital and POW camp. In 1948 it was sold to the County Council and since then has been used as a school. It lies within an Area of Outstanding Natural Beauty and an Area of Great Scientific Value and is situated within land characterised as part of an Ornamental Landscape (first established in the 1780s), which overlies an area of former Anciently Enclosed Land.

The assessment consisted of a rapid desk-based assessment using historic mapping and information layers on GIS, published sources and the HER. There was not a field visit.

This report recommends that a watching brief should be carried out during the excavation of trenches in advance of the erection of a security fence line, followed by the production of a report recording any archaeology revealed by the works.

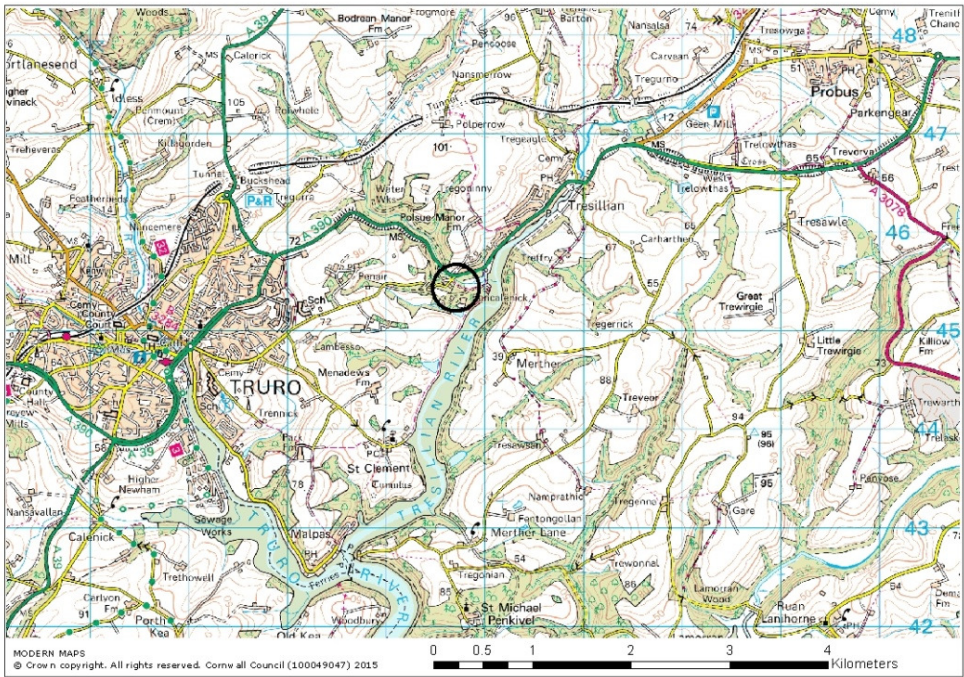


Figure 1 Location map.

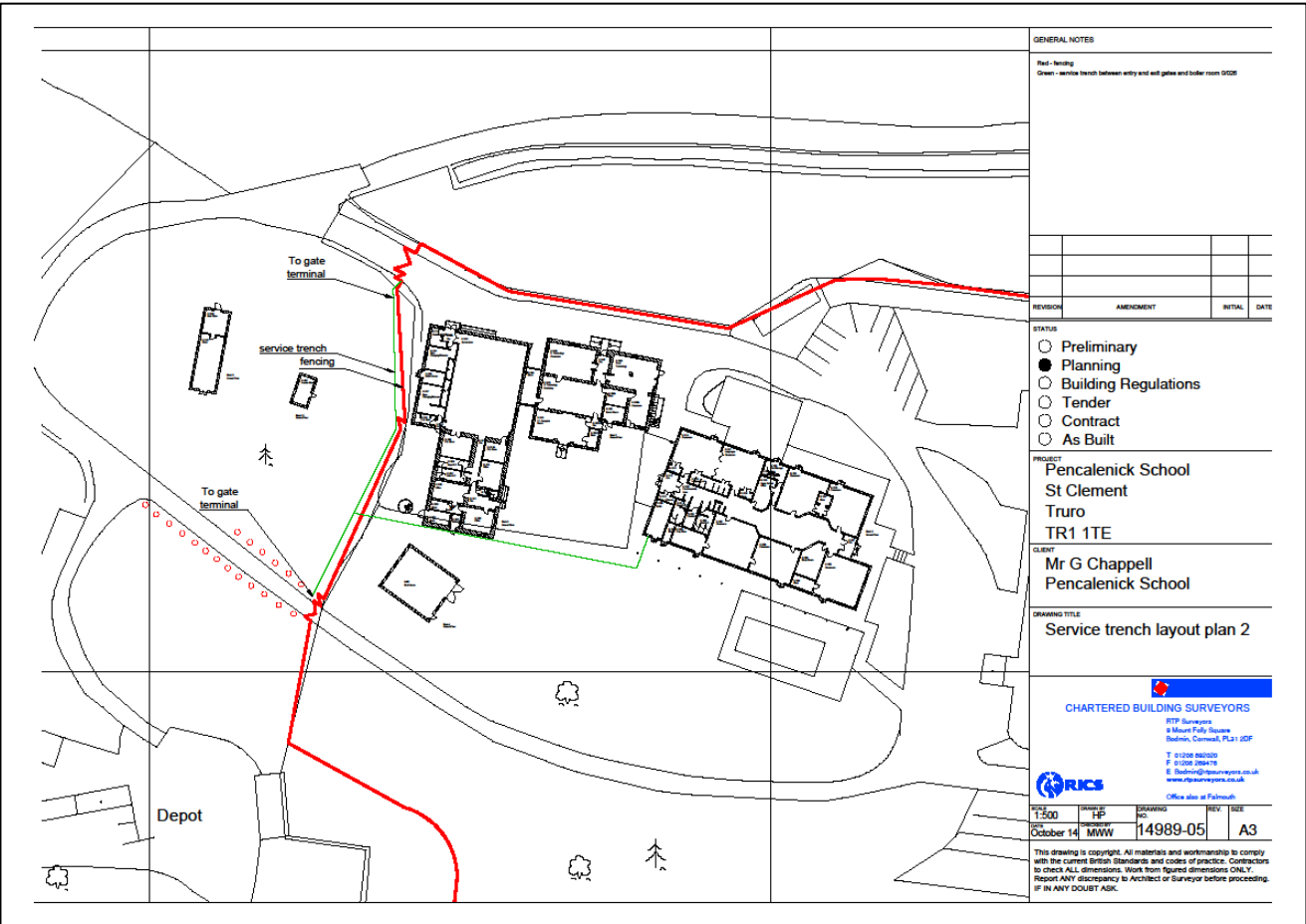


Figure 2 Site extent (as supplied by Mr M. Winchester), showing the route of proposed trenching in pale green.

2 Introduction

2.1 Project background

Cornwall Archaeological Unit (CAU) was commissioned by Mr M. Winchester on 22nd January 2015 to undertake a desk-top archaeological assessment in advance of the erection of fencing within a trench at Pencalenick School, St Clement, near Truro ahead of a planning application (Figs 1 and 2).

The project area lies close to the medieval settlement of Pencalenick, first recorded in 1284.

2.2 Aims

The purpose of the project was to undertake a rapid desk-based archaeological assessment of the study area, to identify the heritage resource and relevant constraints and to identify further stages of archaeological assessment and / or recording as appropriate.

2.3 Methods

The project consisted of a desk-based assessment. During the assessment historical databases and archives 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:

- Cornwall Historic Environment Record (HER) including the National Mapping Programme (NMP) plotting of sites visible on aerial photographs.
- Historic maps.
- Relevant existing archaeological reports and selected published secondary sources.

All work was undertaken according to the appropriate Chartered Institute for Archaeologists *Standards and Guidance*. The CIfA *Code of Conduct* and *Code of Approved Practice for the Regulation of Contractual Arrangements in Archaeology* was followed.

3 Site setting and historic context

3.1 Location

The site is located within the grounds of modern day Pencalenick School, to the east of Truro, south of Tresillian and to the immediate west of the Tresillian River. The site is centred at SW 85645 45337 (Figs 1 and 2).

The majority of the site lies at 24m above sea level, on raised undulating land on the western side of the Tresillian River. The topography of the project area is depicted on Figure 4 via shading and by contours on Figure 9. Geologically the site is located on Middle Devonian Mudstone, Siltstone and Sandstone (GIS geology layer information).

The site has not been visited as part of this project and this means that the degree of any previous landscaping is uncertain. Modern mapping suggests that the area of proposed trenching lies within open green space.

3.2 Historic background

Pencalenick is first recorded as a medieval place name and settlement in 1284 (HER reference MCO22569). Its name is Cornish and contains the elements *pen* meaning 'head' or 'edge' and *kelin* meaning 'holly' (Padel 1985, 178-180). The settlements original extent, complexity and character are not known. The historic mapping (Figs 4 to 7), suggests that associated enclosed fields extended in to the area of the proposed trenching.

A large brick built Georgian house existed close to the site. It was owned during the 18th century by the Foote family, and sold in 1758 to the Vivian family. The Vivian family are referred to in the 1840s Tithe Apportionment (Fig 5), as still being both the landowner and occupier. The estate grounds were laid out in the 1780s, with the associated planting and landscaping forming the origin of today's Ornamental Landscape. The Georgian period house was demolished in 1902.

The current post-medieval Pencalenick House was completed in 1881 (compare Figures 6 and 7). A photograph in Lyne's (1992, 5) collection of old photographs shows Pencalenick House in the 1890s, shortly after its construction and clearly shows that a very considerable amount of landscaping had been associated with the site. This is shown as terracing on the 1907 OS map (Fig 7).

Following a period of disrepair in the mid 1930s the house was taken over by the War Office and used as a troop training ground in 1938. In 1940 it became a field ambulance hospital, and by 1944 was in use as an HQ for an American engineer regiment. By 1945 it became a POW camp for Italian officers and in 1948 it was compulsorily purchased by Cornwall County Council from the Williams family. Since 1952 the house has been used as a special needs school.

Other sites within the surrounding area, but which do not impinge on the study area include (see Fig 10) a post-medieval (pre 1840) quay and a (pre 1880) boat house; to the south a post medieval fishpond (pre 1880); and to the north Kiggon medieval settlement (recorded as Corgon pre 1300), Kiggon medieval leper hospital (first recorded in 1308) and Kiggon post-medieval corn mill and mill race (pre 1880 and disused by 1884 according to Symons - HER reference MCO41521).

3.3 Landscape Characterisation

Historic Landscape Character (HLC) Types represent types of landscape sharing a similar historic character today as a result of similar development in the past, the different Types together forming a continuous mosaic. Areas of any particular HLC Type tend to contain a similar, predictable range of archaeological sites and historic features.

Figure 9 is an extract from Cornwall's mapping of HLC Types. As this map shows, the study area is located within an Ornamental Landscape associated with Listed Pencalenick House. The general area is surrounded by a combination of Anciently Enclosed Landscape (Medieval Farmland), Woodland (deciduous), Post-medieval Enclosed Land and Intertidal and inshore water (associated with Tresillian River).

The following text is adapted from recent generic HLC summaries, accessible through the Cornwall HER.

- Ornamental Land is land that has been manipulated to form parklands and gardens surrounding large country houses. Ornamental landscapes are normally of 18th and 19th century date, although some extend in to the very early 20th century. In Cornwall many of these parks and gardens were created by people made wealthy by local copper and tin mines.

Eighteenth century parkland was designed with the great house as its focus – as at Pencalenick. Designed parklands contain carefully positioned clumps of trees, open vistas uninterrupted by hedges – often through the construction of sunken ha-has, and carefully produced 'natural' aspects. Many Ornamental Landscapes included walled gardens, fruit and flower houses and carriage drives.

By the 19th century there was a shift towards the planting of specimen trees and shrubs, camellias, Rhododendrons and other more delicate exotics. These gardens were often smaller; more intricately designed and often included planted shelter belts, carefully created ponds and pools, gazebos with carefully positioned urns, etc.

Most ornamental parks and gardens lie within Anciently Enclosed Landscapes (AEL), and many incorporate steep-sided valleys and riverine settings. Pencalenick contains a number of these key Ornamental Landscape attributes.

The area has the potential for below-ground archaeological remains of various types and period. AEL frequently contains pockets of sub-surface prehistoric, Romano-British and medieval remains, including finds scatters and cut features such as ditches, pits and postholes.

3.4 Overview of recorded and potential archaeological sites

In total, three sites have been identified as lying within or close to the project area (see Fig 10). These are the earlier medieval settlement, the original medieval house and the post-medieval /current house. At a more general level the surrounding landscape has the potential to contain as yet un-recorded features. The sites are listed in the Site Inventory at the end of this report.

- **Site 1** - Medieval settlement of Pencalenick. The character, extent and complexity of this settlement are uncertain, although historic mapping suggests that it lay within or close to the immediate area of the proposed trenching. The range of potential subsurface remains is consequentially uncertain. Remains might include artefact scatters, (possibly remnant wall foundations, associated flooring, trenches, pits, etc), plus garden divisions and removed field boundaries. Ephemeral remains might also be visible such as the creation of garden soils through soil improvement regimes.
- **Site 2** - Medieval Pencalenick House was demolished in 1902. It will have had associated extensions and alterations during its use, plus associated outhouses, greenhouses, gardens (some walled), tracks and paths plus wider landscaping works, including a programme of design and laying out of estate grounds in the 1780s. Some of these alterations to the surrounding grounds may extend in to the proposed trenching area, including the creation of gardens, walkways, planting and the removal of former boundaries, etc. Ephemeral evidence for some of this may lie within the trenching area.
- **Site 3** - Post-medieval/Early Modern Pencalenick House was completed in 1881 and is a Grade II Listed Building. Photographs and mapping carried out at the end of the nineteenth century show that very extensive landscaping works were undertaken in the immediate vicinity of the house. The lane/drive at the northern tip of the proposed trench was formalised at this point, as was the creation of a track at the southern end of proposed trenching. In addition the house and grounds underwent a number of different uses during WWII (see above). These may have left ephemeral remains as well.

4 Policies and guidance

4.1 National Planning Policy Framework 2012

The following paragraphs within the National Planning Policy Framework of 2012 frame planning policy relating to the Historic Environment and are applicable to this assessment:

128 *In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record*

should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes or has the potential to include heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.

129. *Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this assessment into account when considering the impact of a proposal on a heritage asset, to avoid or minimise conflict between the heritage asset's conservation and any aspect of the proposal.*

132. *When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation. The more important the asset, the greater the weight should be. Significance can be harmed or lost through alteration or destruction of the heritage asset or development within its setting. As heritage assets are irreplaceable, any harm or loss should require clear and convincing justification. Substantial harm to or loss of a grade II listed building, park or garden should be exceptional. Substantial harm to or loss of designated heritage assets of the highest significance, notably scheduled monuments, protected wreck sites, battlefields, grade I and II* listed buildings, grade I and II* registered parks and gardens, and World Heritage Sites, should be wholly exceptional.*

133. *Where a proposed development will lead to substantial harm to or total loss of significance of a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:*

- the nature of the heritage asset prevents all reasonable uses of the site; and*
- no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation; and*
- conservation by grant-funding or some form of charitable or public ownership is demonstrably not possible; and*
- the harm or loss is outweighed by the benefit of bringing the site back into use.*

134. *Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal, including securing its optimum viable use.*

135. *The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the application. In weighing applications that affect directly or indirectly non designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.*

139. *Non-designated heritage assets of archaeological interest that are demonstrably of equivalent significance to scheduled monuments, should be considered subject to the policies for designated heritage assets.*

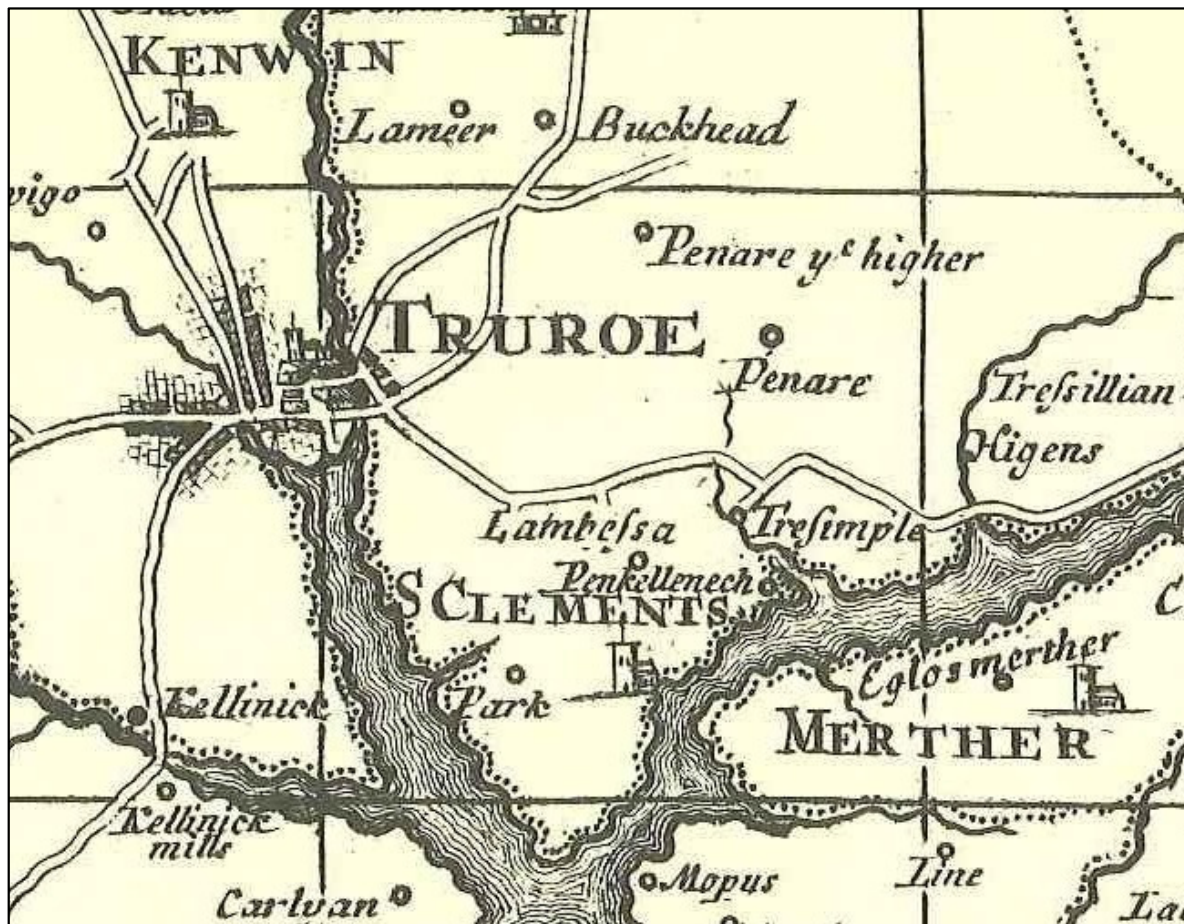


Figure 3 Extract from Gascoyne's 1699 map showing Pencalenick (Penkellenech) House and estate within the parish of St Clements.



Figure 4 Extract from the OS First Edition One Inch Map c1809.

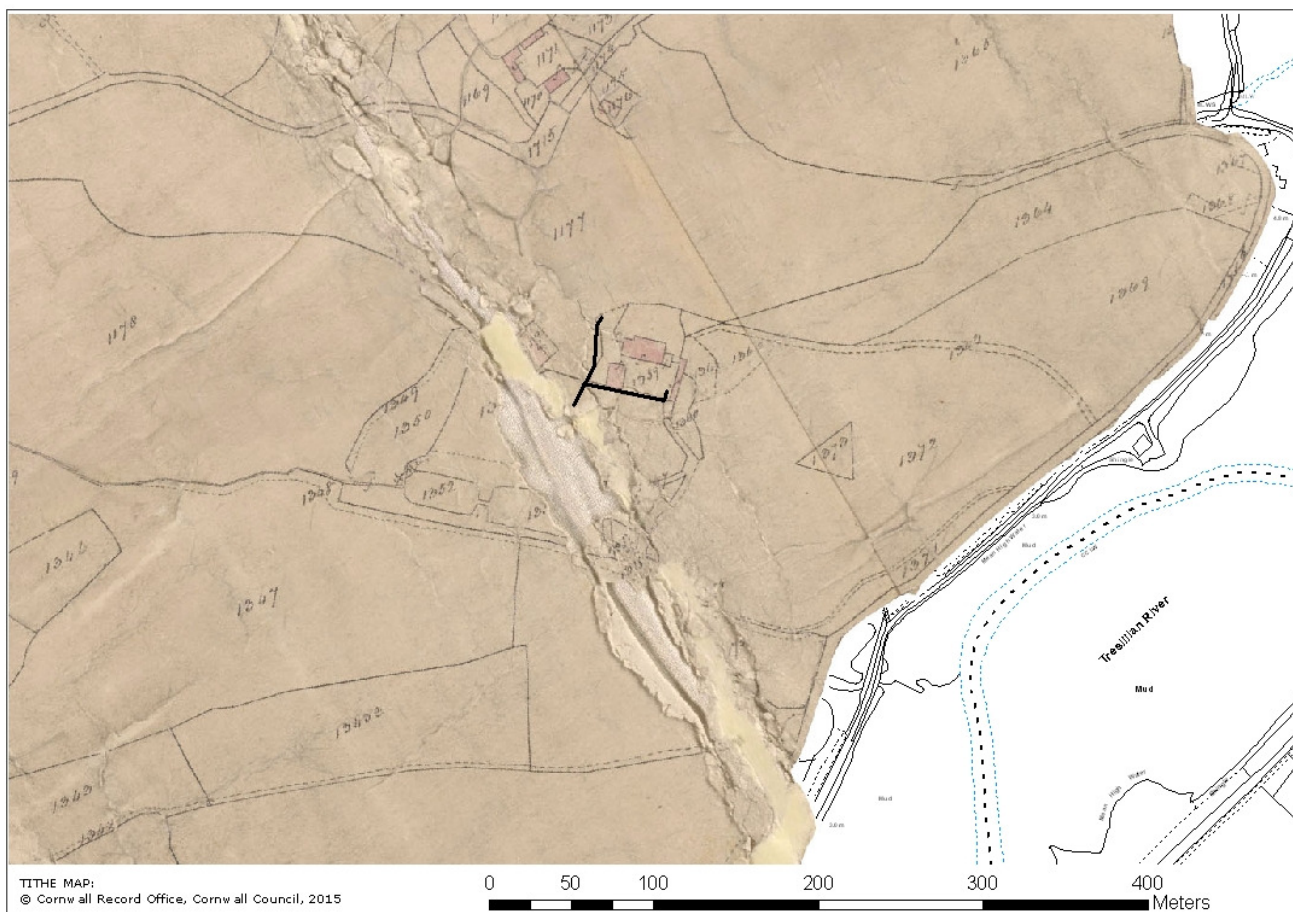


Figure 5 Extract from the c1840 St Clement Tithe Map, showing the site extent. The trenches (black) are located within the 'Homestead' – occupied by the Vivian family.

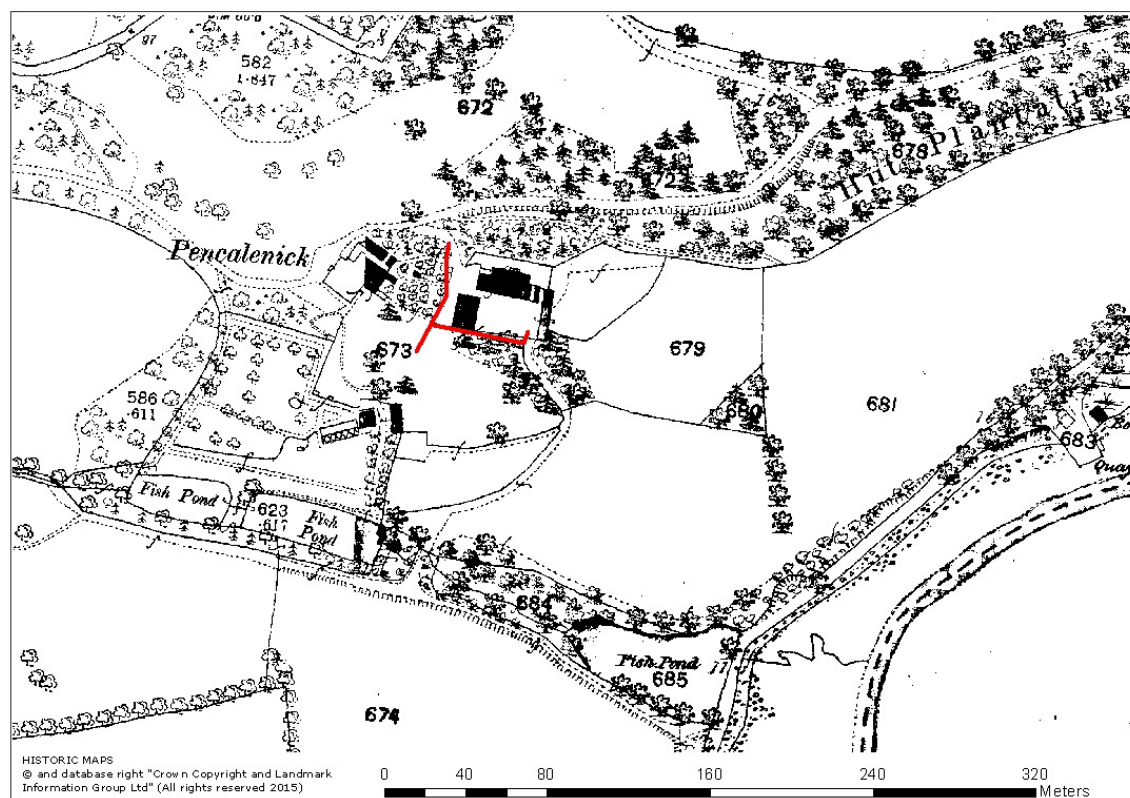


Figure 6 First Edition of the Ordnance Survey 25 Inch Map, c1880.

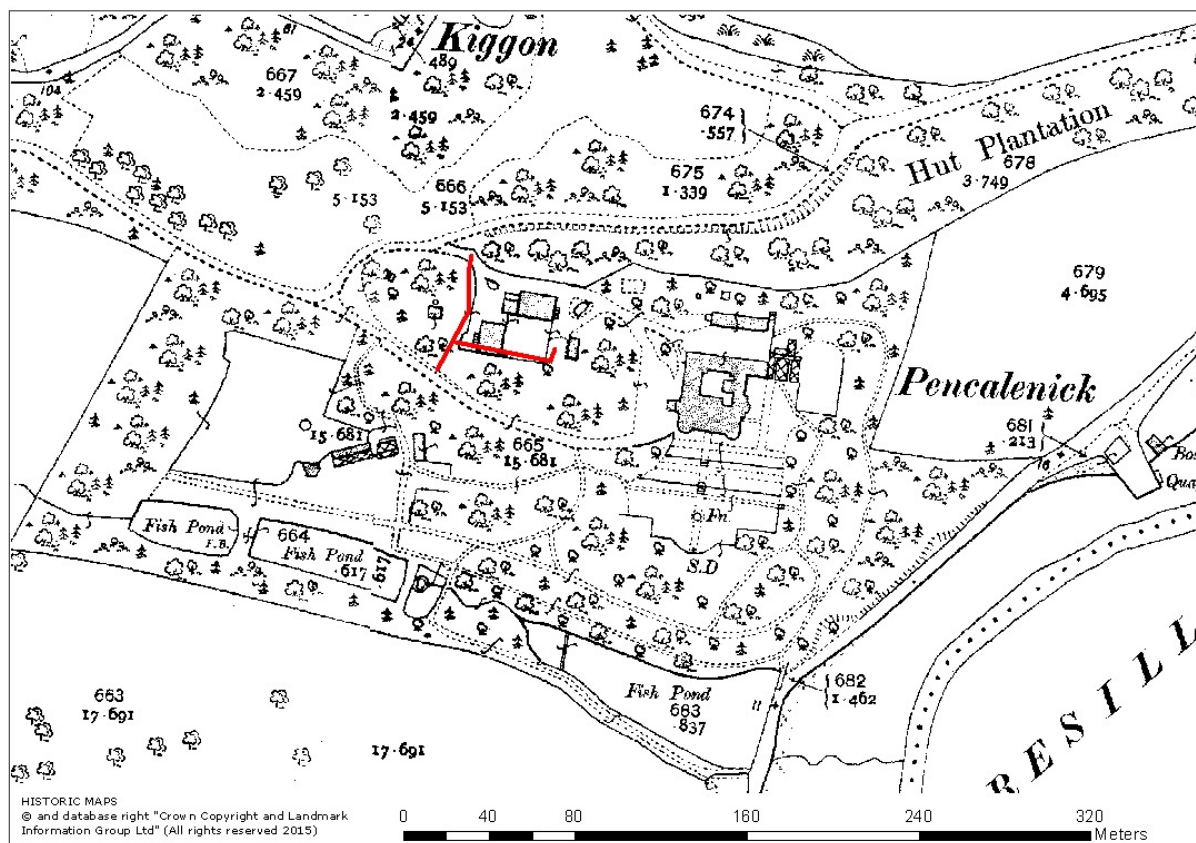


Figure 7 Second Edition of the Ordnance Survey 25 Inch Map, c1907. Note the newly constructed Pencalenick House and landscaping works.



Figure 8 WWII aerial photograph showing Pencalenick House and grounds – as it was on 12th July 1946 (while used as a POW camp). Photographic number 106G/UK, F20 – 11541. Area of proposed trenching is within the white circle.

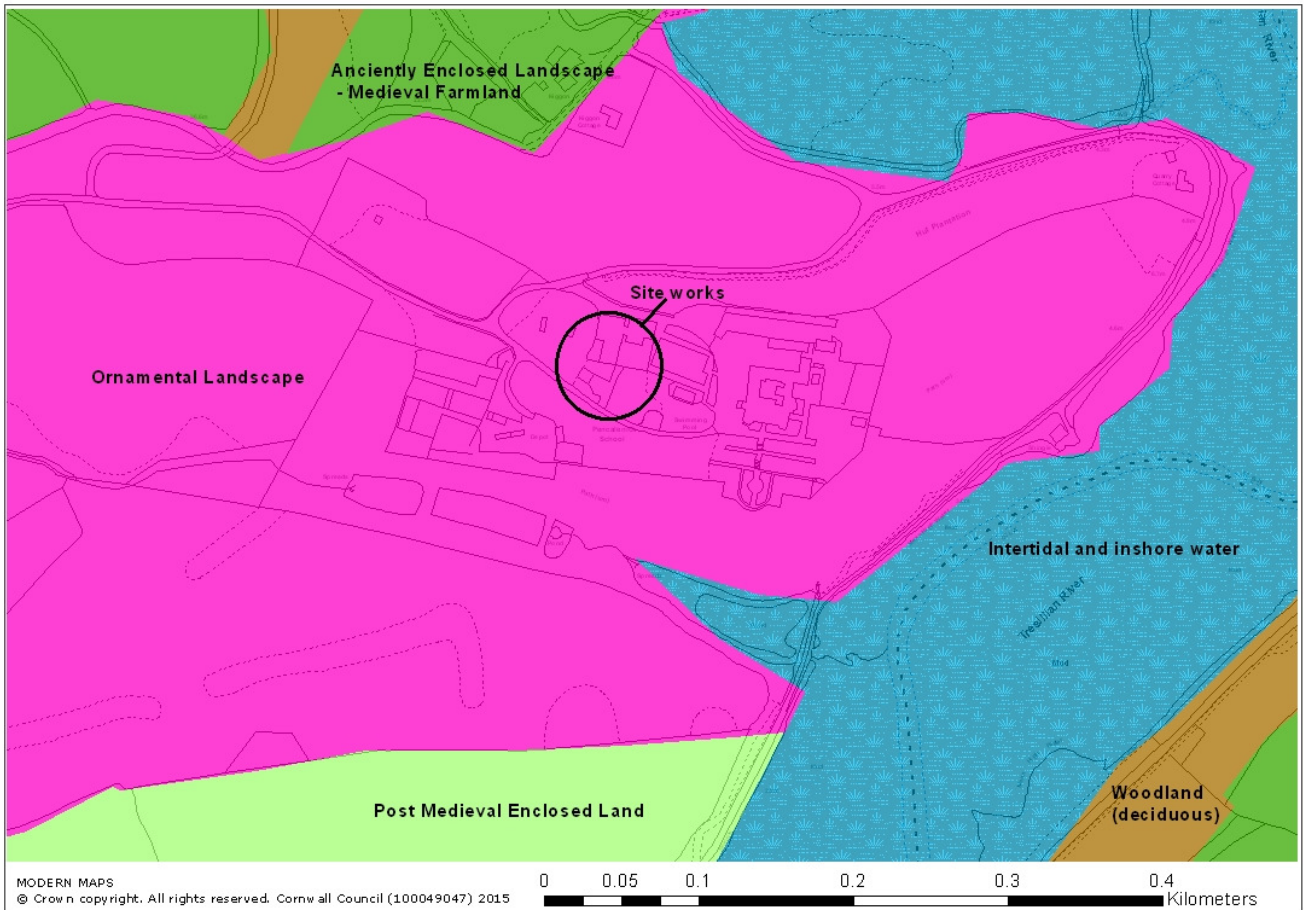


Figure 9 Ordnance Survey digital mapping showing Historic Landscape Characterisation.

5 Assessment of importance of the resource

5.1 Designated Sites

- **Site 3** - Located to the east of the site is Grade II Listed Building Pencalenick House **DCO4590**. A nationally significant building identified by the Secretary of State for Culture, Media and Sport on the advice of English Heritage as being of special architectural or historical interest. The proposed trenching will not directly affect the house or its immediate setting.

There are no Scheduled Monuments, Battlefields or Registered Parks and Gardens within the study area. However the area is covered by other designations which include the following:

- The site falls within an Area of Outstanding Natural Beauty (**AONB**) for the South Coast (Central). This is a nationally important landscape area designated under the National Parks and Access to the Countryside Act 1949 (with amendments).
- The site falls within an Area of Great Scientific Value (**AGSV**) for The Fal Estuary Complex. County designation in the Cornwall Structure Plan which defines areas to act as 'buffers' around the most important and sensitive nature conservation sites.

Beyond the immediate area of the site (to the north, south and east) land falls within a Site of Special Scientific Interest (SSSI) for the Upper Fal Estuary and Woods and

within the Tresillian River Country Wildlife Sites. To the east the land falls within the Fal and Helford Special Area for Conservation.

5.2 Undesignated Sites

- **Site 1** – Locally important, but undesignated site of a medieval settlement (**MC022569**). The settlement has early 13th century origins. Subsequent historic mapping and the HER, places the settlement within the area of the proposed trenching.
- **Site 2** – Locally important, but undesignated site of former Pencalenick House (**MC022569.1**). Despite having been dismantled, associated features may have extended out from the immediate area of the house and into the proposed trenching area.

It is uncertain how many, if any of the current day boundaries and divisions within the study area retain any upstanding historic element. Any that do survive would be of Local significance.

5.3 Potential Sites

There is a potential for below-ground archaeological features and/or related finds scatters within the area associated particularly with Site 1, but also associated with earlier, unknown pre-medieval activity typical of AEL. From the Historic Landscape characterization and the historic mapping, the site appears to lie within a prime area for prehistoric and later activity. Its position appears well-drained, reasonably well protected from the elements, and it is close to both water and a wide variety of different natural habitats and resources.

6 Recommendations

Following the desk-top assessment outlined above, it is recommended that an archaeological **watching brief** should be carried out during the excavation of the trenches for fencing and that this should be followed by the production of a report at an appropriate level.

This should be agreed and approved by the Senior Development Officer (Historic Environment), in advance of works and should be guided by a Written Scheme of Investigation.

7 Site inventory

The sites are listed below according to their proximity to the proposed works.

Site No.	Site type	NGR East	NGR West	Period	Significance	Description
1	Pencalenick settlement	SW 85663	45331	Medieval	Local MCO 22569	First recorded in 1284. Mapping suggests that this site extends in to/covers the area of proposed trenching. The exact character and layout is not known. There may well be features such as field boundaries, tracks, gardens, finds spreads and/or structures within the area, extending back to at least 1284.
2	Pencalenick House (former)	SW 85700	45300	Medieval / Post-Medieval	Local	18 th century brick built Georgian house, potentially with earlier origins. Demolished in 1902, but known to have been expanded during its lifetime and to have been associated with the laying out of estate grounds in the 1780s – now characterised as an Ornamental Landscape. The house site does not fall within the trenching area, but associated structures / features might.
3	Pencalenick House (current)	SW 85757	45302	Post-Medieval / Early Modern	National DCO4590	Current house completed in 1881. It was accompanied by very extensive landscaping works within its immediate vicinity and by wider alterations and formalisation of existent landscape features, including its main approach. The house site does not fall within the trenching area, but associated structures / features might.

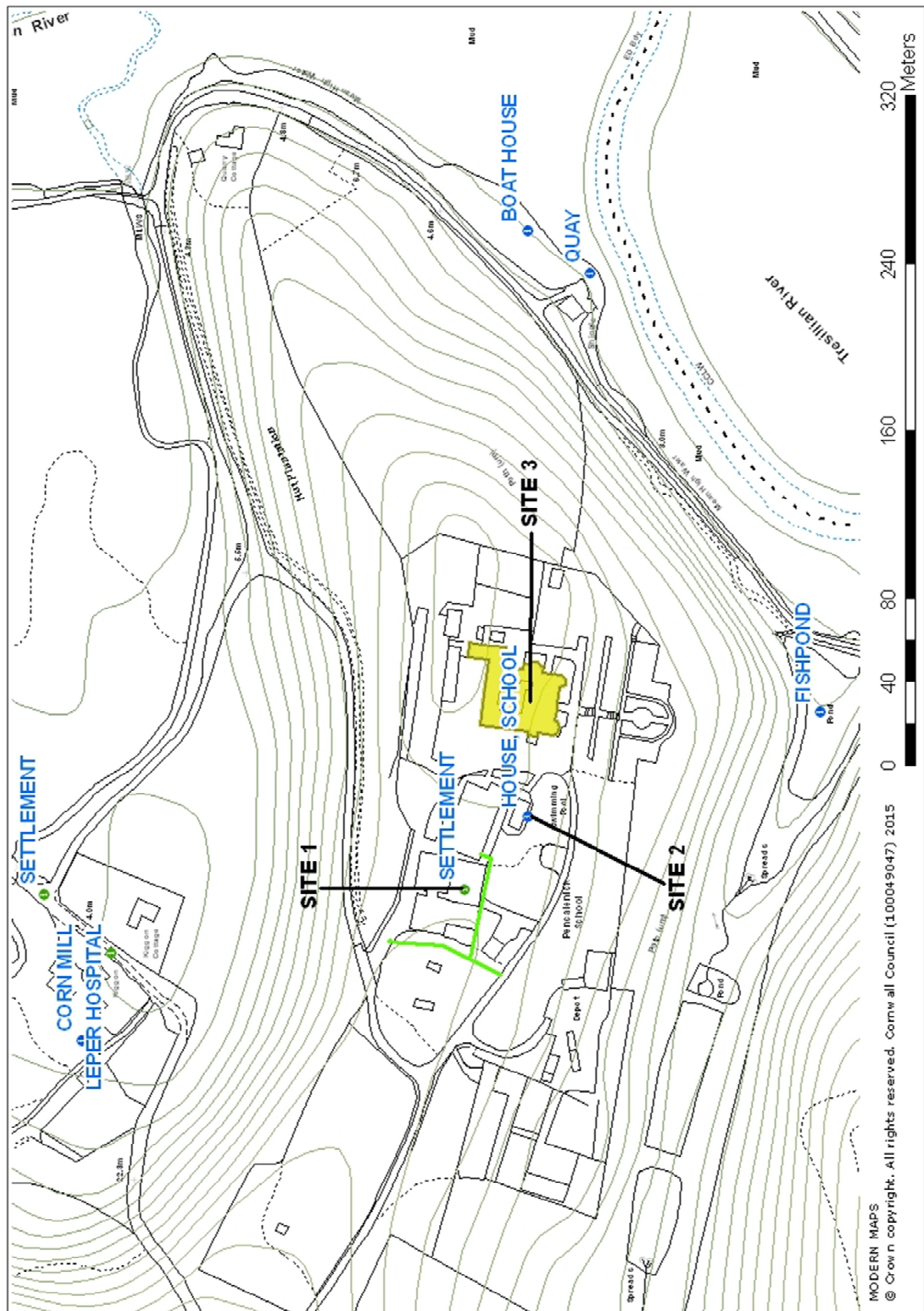


Figure 10 Ordnance Survey digital mapping showing the site (green lines), Listed Building (yellow), all HER sites (blue text) and numbered inventory sites (black).

8 References

8.1 Primary sources

Joel Gascoyne's 1699 Map of Cornwall.

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

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

Ordnance Survey, 2007. Mastermap Digital Mapping

Tithe Map and Apportionment, c1840. Parish of St Clements (licensed digital copy at CRO)

8.2 Publications

Countryside Commission, 1996. *Cornwall Landscape Assessment 1994*, report prepared by CAU and Landscape Design Architects.

Lyne, A., 1992. *Around Truro in old photographs*. Alan Sutton Publishing Ltd, Gloucestershire.

Padel, OJ, 1985. *Cornish Place-Names*. Penzance.

8.3 Websites

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

9 Project archive

The CAU project number is **146461**

The project's documentary, digital, photographic and drawn archive is maintained by Cornwall Archaeological Unit, Cornwall Council, Fal Building, County Hall, Treyew Road, Truro, TR1 3AY.

The report has been saved electronically to: G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites P\PENCALENICK SCHOOL ASSESS-2015

English Heritage/ADS OASIS online reference: cornwall2-202101

Appendix 1: Written Scheme of Investigation



Project proposal:

Pencalenick School site, Cornwall

Cornwall Archaeological Unit

Cornwall Archaeological Unit

Project proposal: Pencalenick School site, Cornwall

Author	Anna Lawson-Jones
Derivation	-
Origination date	20th January 2015
Revisers	-
Date of last revision	-
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Status	Final
Summary of changes	-
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File name/location	G:\TWE\Waste & Env\Strat Waste & Land\Historic Environment\Projects\Sites\Sites P\PENCALENICK SCHOOL ASSESS-2015
Approval	-

Introduction

Cornwall Archaeological Unit (CAU) was requested by Mr Martin Winchester of RTP Surveyors, on 16th of January 2015 to provide a project design and cost schedule for a rapid desk top archaeological assessment of a proposal for the erection of fencing within a trench at Pencalenick School, St Clement, near Truro ahead of a planning application.

This project design and estimate is based on information supplied by Mr Martin Winchester.

Background

The site that is the focus for this programme of archaeological assessment comprises an area close to the medieval settlement of Pencalenick.

No documented sites fall within the development area, however, a Listed Building is located in the vicinity and recorded within the Historic Environment Record there is a near-by post-medieval building, plus a small number of extant and/or documented medieval and post-medieval structures within the wider area.

In light of its location, there is the potential for prehistoric, medieval and post-medieval sites to survive within the project area and there is the scope for the survival of unrecorded buried archaeological remains and artefacts of all periods.

The programme of work comprises a desk-based assessment. The survey will enable a clearer understanding of the archaeological resource and allow informed recommendations for further stages of archaeological recording.

Objectives/scope of work

The purpose of the project is to undertake a desk based archaeological assessment of the project area, and to produce a report containing recommendations for appropriate further stages of archaeological recording

An entry to the OASIS/ADS-online record will also be made.

Method statement

All recording work will be undertaken according to the appropriate Chartered Institute for Archaeologists *Standards and Guidance*. Staff will follow the CIfA *Code of Conduct* and *Code of Approved Practice for the Regulation of Contractual Arrangements in Archaeology*. The Chartered Institute for Archaeologists is the professional body for archaeologists working in the UK.

Desk study

A desk-based assessment will be undertaken, based on:

- Published sources.
- Relevant archaeological reports.
- Historic maps, including:
 - Early county maps (Norden, Gascoyne, Martyn, *circa* 1810 1st Edition OS 1:1760 mapping;
 - *Circa* 1840 Tithe Map;
 - The *circa* 1877 and 1907 1st and 2nd Editions of the Ordnance Survey 25" to a mile mapping;
 - The current OS MasterMap;
- Relevant GIS layers curated by Cornwall Council and Cornwall Archaeological Unit;

- Aerial photograph cover dating from 1946 to the present day, including transcripts of archaeological detail produced by the National Mapping Programme;
- The Cornwall and Scilly Historic Environment Record.

Report

A concise report will be produced summarising the results of the desk top assessment. The report will also include a brief gazetteer of identified sites/components. A statement of significance and recommendations for further archaeological recording will be included in the report.

The report will have the following contents:

- Summary: description of resource, importance, impact, initial recommendations.
- Introduction: background; objectives; methods; the area/geology.
- Description of the resource:
 - Historic character: note on the historic landscape character types.
 - Identified sites: general description of the resource.
 - Other archaeological potential.
- Assessment of importance:
 - Designations, policies and guidance; of the proposed development and the adjoining landscapes.
 - Other sites
- Recommendations, eg:
 - Further archaeological recording (eg, watching brief).
- CAU Archive
- References
- Appendices: Inventories of Sites.

Illustrations:

- General Location map.
 - Detailed location map showing Historic Landscape Character types.
 - Historic maps if appropriate (showing study area).
 - Map showing zones of archaeological potential (as appropriate).
 - Detailed colour A3 map showing location of gazetteer sites and adjacent features.
- ***Gazetteer of sites***

The sites should be numbered sequentially from the north to south.

Deliverables/outputs

Will include:

- The cataloguing of digital colour photographs.
- Completion of archive form and project record form.
- Completion of the English Heritage OASIS record (online access to archaeological investigations).
- A concise report (see above).

Cornwall Archaeological Unit

Cornwall Archaeological Unit is part of Cornwall Council. CAU employs some 20 project staff with a broad range of expertise, undertaking around 120 projects each year.

CAU 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



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

<http://www.archaeologists.net/codes/ifa>

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

Terms and conditions

Contract

CAU is part of 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 CAU 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 manager who is a Member of the Chartered Institute for Archaeologists:

- 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 CAU 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 Cornwall Archaeological Unit, 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.

CAU 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 CAU may need to disclose any information it holds, unless it is excluded from disclosure under the Act.

Health and safety statement

CAU follows the Council's *Statement of Safety Policy*.

Insurance

CAU is covered by Cornwall Council's Public and Employers Liability Insurance, with a policy value of £50m. The Council also has Professional Negligence insurance with a policy value of £10m.