



Replacement of signage, Tintagel Castle, Cornwall Archaeological Watching Brief



Cornwall Archaeological Unit

Report No

2015R048

Report Name

Replacement signage, Tintagel Castle, Cornwall

Report Author

Ryan P Smith

Event Type

Watching Brief

Client Organisation

English Heritage

Client Contact

Win Scutt

Monuments (MonUID)

1014793

Fieldwork dates (From) (To)

10/07/15

10/07/15

(Created By)

Ryan Smith

(Create Date)

13/07/15

Location (postal address; or general location and parish)

Tintagel Castle, Castle Rd, Tintagel, Cornwall.

(Town - for urban sites)
(Postcode)

Tintagel

PL34 0HE

(Easting) X co-ord

SX05162

(Northing) Y co-ord

88906



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Cover illustration.

View of Tintagel Castle from the mainland looking west.

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1 Project background

Cornwall Archaeological Unit was commissioned by Mr Win Scutt, Assistant Properties Curator (West) to carry out a watching brief at Tintagel Castle, Cornwall during the replacement of information signs within the castle grounds.

A Written Scheme of Investigation, outlining the methodology for archaeological recording was produced (01/07/15) by Adam Sharpe (Archaeology Projects Officer, Cornwall Archaeological Unit), in conjunction with a Scheduled Monument Consent letter issued by Historic England, on 29 June 2015, setting out the scope of the required watching brief and reporting.

This report details the results of the watching brief.

2 Location, setting and archaeological potential

Tintagel Castle is located on a rugged section of the north coast of Cornwall and is centred at SX 04940 89102 in the parish of Tintagel (Fig 1), the parish church being located on the clifftops to the south of the Island. The Island extends to approximately 116,000 square metres and ranges in elevation from sea level to 84m OD on the almost level plateau forming the upper part of the Island, though the Scheduled Monument includes the Upper and Lower wards of the Castle on its landward side.

There is currently very little evidence for pre-Roman occupation on the headland of Tintagel though occurrences of prehistoric flints and Neolithic/Bronze Age cup-marked stones do provide evidence for some activity at this time.

There is some evidence that Tintagel was a relatively important place by the Roman period and it has been suggested that Tintagel was possibly the "Durocornovio" (fort of the Cornovii) of the Ravenna Cosmography (Thomas 1993, 84). During the post-Roman period (from the 5th to early 7th centuries AD) the headland of Tintagel developed into a major fortified citadel (the neck of the headland being separated from the Mainland by the excavation of the "Great Ditch"). It is suggested that this may point to the origin of the place-name, in Cornish 'dyn tagell' as this means the fortress of the constriction or throat (Padel 1988).

The survey of the Island undertaken by RCHM(E) during the 1980s together with excavations undertaken since the 1930s have revealed numerous buildings and structures related to the post-Roman period, most particularly on the Island, though excavation, artefactual and survey evidence from the mainland parts of the site suggest that the early medieval occupation extended on to the landward part of the site.

All suggest that at Tintagel there was a degree of control, organisation and power to trade directly with the Byzantine Empire. The nature of the trade is not known though there is some evidence from other sites that the distribution of tin was an important element (Thomas 1993; Harry and Morris 1997; Barrowman et al 2007).

Subsequently the Island was abandoned (apart from a small chapel being built on the peak of the Island c AD 1100) until the present castle was constructed by Richard, Earl of Cornwall during the mid-13th century. Though the more substantial buildings on the Island, along with the garden and the tunnel, date from this period, the ceramic evidence suggests that occupation appears to have been sporadic (it was sometimes used as a state prison in the 14th century), ceasing by the 15th century. In the 16th century, two small gun houses were built on the Island in response to a possible threat from the Spanish (it is uncertain if they were ever completed); the rest of the castle however was by then described as a picturesque ruin (Thomas 1993).

During the 19th and early 20th centuries Tintagel quickly became an increasingly popular and highly romanticised tourist destination, particularly following the coming of the main line railway to Cornwall and the construction of the Railway Hotel at Tintagel. The Reverend Kinsman, taking on the title of the Constable of the Castle, oversaw the reconstruction of some elements of the monument, and a guide was employed to take visitors around the Castle.

Tintagel Castle is owned by the Duchy of Cornwall, but its management passed into the Guardianship of the State, being cared for by the Office of Works (and its successors) from 1929 and became a Scheduled Ancient Monument in 1981 (Monument No 1014793). Archaeological investigations overseen by C.A. Raleigh Radford during the 1930s, were followed by some landscaping, reconstruction and repair works. English Heritage commissioned Glasgow University (GUARD) to undertake research excavations at Site C (an area previously excavated by Radford's pre-war campaigns, Barrowman, Batey and Morris 2007) and elsewhere from 1990 to 1999, whilst Cornwall Archaeological Unit and its successors have undertaken a number of watching briefs during safety, visitor management and other works within the Castle site since the mid-1980s to the present day (see for example Hartgroves and Walker 1986; Appleton, Fox and Waters 1998; Lawson-Jones 1994; Thorpe 2004; Reynolds 2006; Thorpe 2007; 2014).

3 Aims and objectives

The principal aim of the study was to gain a better understanding of the subsurface archaeology of Tintagel Island. The objectives were to obtain an archaeological record of the site prior during intrusive activities within the Scheduled site and to produce a report on the results. The original brief stated that eleven information signs were to be erected around the site, six of which were to be placed on the island. Due to time constraints only two of the signs were erected as part of this exercise.

Further objectives were to produce an ordered project archive for deposition with the Cornwall Historic Environment Record and to produce an entry for the OASIS on-line archaeological database.

If appropriate, the report would include recommendations for the analysis of artefactual and other material recovered during the watching brief.

4 Working methods

Fieldwork took place on one day in July 2015. The work was carried out under archaeological supervision when the site staff used hand tools and an electric grinder to replace old signs and install new signs. Two locations were monitored (Fig 2).

Sign 01

Sign 01 is positioned next to the ticket kiosk by the footpath leading to the Inner Ward (Figure 2). The original information board approximately 1.7m in height (Fig 3) was removed by cutting the supports at the base using the electric grinder. Each post support was then revealed by removing any loose debris and upper soil. An area around each of the concrete supports which had held the posts *in situ* were then dug around to a depth of 0.3m and no more than 0.10m from the edge of the concrete, they were then each levered out of the ground using a solid iron bar. The northern post support was also struck to break it using a hammer and bolster to ease its removal from the hole. Figure 4 shows the two post supports after the removal of the sign. On removal, the holes were then cleaned out and the new sign board installed placed in exactly the same spot with its legs sealed into the ground using 'postcrete' (concrete) and water, this bonding material set immediately. Any surface debris was then placed around the base of the supports and covered with the surface material that had been removed.

Sign 02

Sign 02 is located on the main footpath leading up from the visitor centre (Figure 2). The original sign was supported by two posts (Figure 5) and because of its proximity to the steps leading to the beach it was deemed safer to remove the sign by cutting the posts at the base. An examination of the original support for its legs revealed it to be wholly a concrete base and almost impossible to remove. A new position was therefore

made for the new (one-post) sign and this was less than 0.2m to the south west. Here a single hole was hand-dug and the new signage placed into the new small hole which was 0.4m deep (Figure 6). The base of the new sign was secured using 'postcrete' (concrete) and water, then covered by the loose soil derived from uprooting the original sign.

5 Results

Sign 01

Located adjacent to the ticket kiosk (Figs 2 and 3) entering the south side of the castle keep SX 05176 88893, the original information sign was approximately 1.7m in height and was supported by two legs, each leg had been secured to the ground by concrete no more than 0.25m in diameter and between 0.25 and 0.3m deep. The surface around the sign comprised a rough grass mixed with a sandy peat soil, no more than 0.05m deep (101), probably as a result of erosion from the rock face immediately to the west of the sign, previous construction/clearance work had been carried out in very close proximity to the sign and it is doubtful that the upper material was in fact original.

Excavation of the immediate areas around each leg of the sign revealed a compacted layer of broken slate (102) above bedrock, the western post hole appeared to show that it had been cut into the bedrock during its original installation.

The two holes were almost square in shape, 0.4m in length/width and 0.4m deep, on the surface becoming more rounded and tapered as they reached the base, stopping at bedrock (Fig 4).

Ground impact was minimal and no archaeological features or finds were disturbed or recovered from this area during this exercise.

Sign 02

Located at the top of the steps (Figs 2 and 5) to the beach SX 05148 89019 (south side), the original information sign was approximately 0.1m in height and was supported by two legs, each leg was secured to the ground by concrete. The surface around the sign was comprised of rough grass.

A single hole (Fig 6) was made by using the iron bar which reached a depth of no more than 0.4m before encountering bedrock. The hole was then widened to no more than 0.1m in diameter. The hole was filled with a loose sandy peat containing small rounded beach pebbles (103) (no more than 0.02m in size).

Ground impact was minimal and no archaeological features or finds were disturbed or recovered from this area during this exercise.

6 Conclusion

The replacement signage in the two areas monitored did not impact on any significant subsurface archaeological layers. The ground at both locations having been made-ground as well as bedrock and in both locations disturbed in recent times when the original signs were installed. The area immediately around sign 01 had been the subject of resurfacing work earlier this year when slate stones had been laid into the ground at the time of the construction of new ticket kiosk which is located immediately to the north. This area had been the subject of a previous archaeological watching brief in 2015 (Thorpe 2015).

Sign 02 was sandwiched between the path approaching the Island and the stairs to the beach. The south side of the staircase displayed signs of cement having been smoothed over any bedrock jutting from the side and possibly providing a lip for soil to accumulate. The drilling of holes to accommodate the previous signage is evidence of

previous ground disturbance. As in the case of signage 01 no significant archaeological material was impacted on during the installation of new signage.

7 References

Primary Sources

Ordnance Survey, 2007, Mastermap Digital Mapping

Publications

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Hartgroves, S, and Walker, R, 1988, 'Excavations in the Lower Ward, Tintagel Castle, 1986', *Cornish Studies* **16**, 1988. Institute of Cornish Studies Special Issue: Tintagel Papers.

Lawson-Jones, A, 1994, *Tintagel Castle: proposed shop extension*, CAU report to English Heritage

Thomas, A.C, 1993. *Tintagel, Arthur and Archaeology*, London (English Heritage)

Padel, O, 1988. *A Popular Dictionary of Cornish Place-Names*. Alison Hodge

Reynolds, A, 2006, *Repairs to Tintagel Castle 1998/9: archaeological recording*

Thorpe, C, 2004, *Extreme Archaeology: An excavation at Tintagel Cornwall: archaeological finds report*, Cornwall Archaeological Unit report 2004R0012

Thorpe, C, 2007, *The Iron Gate, Tintagel Castle, Cornwall: fence replacement works, archaeological watching brief*, Historic Environment Service (Projects) report 2007R007

Thorpe, C, 2014, *Tintagel Island trial pits, Tintagel Castle, Cornwall, Scheduled Monument 1014793: archaeological watching brief*, HE Projects report 2014R030

Thorpe, C, 2015, *Tintagel Castle, Lower Ward Kiosk, Cornwall*. Archaeological Watching Brief, CAU report 2015R032

8 Project archive

The CAU project number is **146508**

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.

1. A project file containing site records and notes, project correspondence and administration.
2. Digital photographs stored in the directory..\Historic Environment (Images)\SITES.Q-T\Tintagel Signage Jul 2015
3. Black and white photographs archived under the following index numbers: GBP 2380.
4. English Heritage/ADS OASIS online reference: cornwall2-217465

Replacement signage, Tintagel Castle, Cornwall.



Figure 1: Site location.

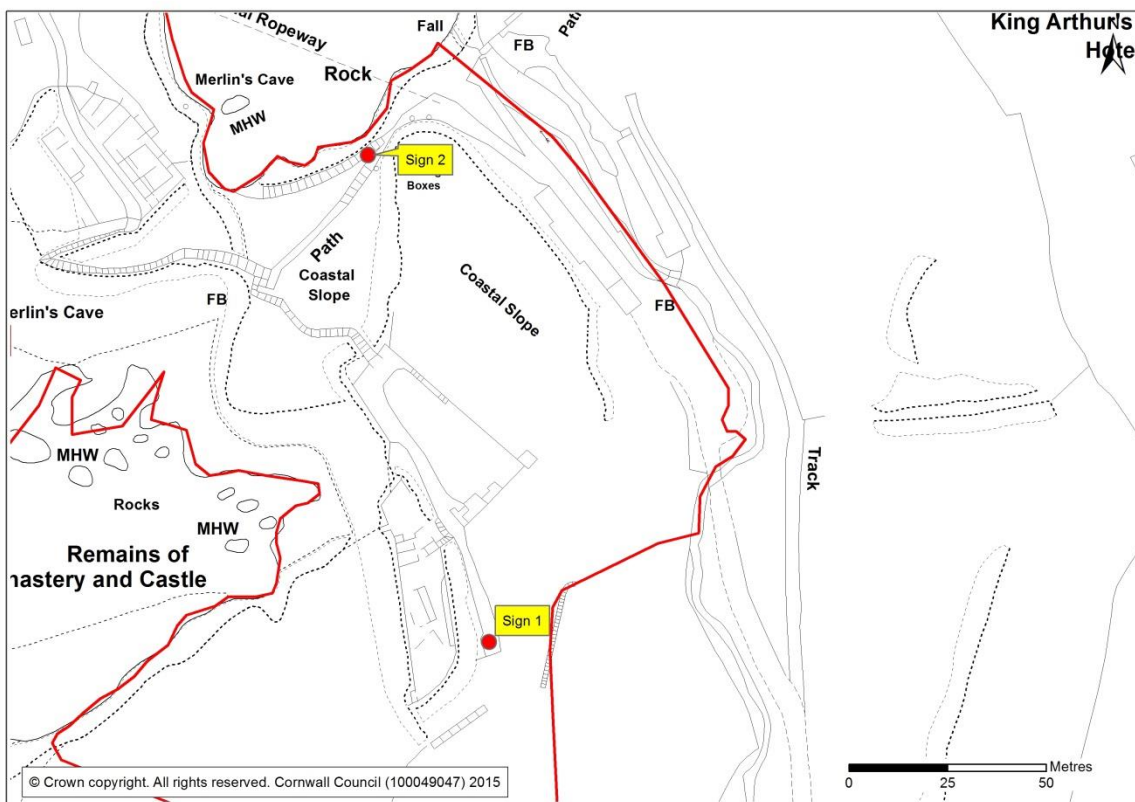


Figure 2: Location of replacement signage.



Figure 3: Sign 01 Prior to removal.



Figure 4: Sign 01 Post holes after the removal of the concrete (Half-metre scale).



Figure 5: Sign 02 Prior to removal.



Figure 6: Sign 02 New location (Half-metre scale).



Figure 7: Sign 02 New sign in place.

Cornwall Archaeological Unit Cornwall Council



Tintagel Castle, Cornwall: Written Scheme of Investigation for an archaeological watching brief during the replacement of signage

Client: English Heritage
Client contact: Win Scutt
Client tel: 0117 975 0700
Client email: win.scutt@english-heritage.org.uk

Project background

Tintagel Castle, Cornwall is an internationally significant scheduled ancient monument owned by the Duchy of Cornwall and under the guardianship and management of English Heritage. It is one of the county (and nation's) premier visitor attractions with yearly estimates of over 200,000 visitors.

English Heritage propose the replacement of a number of information and safety signs at Tintagel Castle as one component of the re-interpretation of this guardianship site.

Cornwall Archaeological Unit were requested by Win Scutt, Assistant Properties Curator (West) to provide a quotation and WSI for undertaking and reporting on an archaeological watching brief during the replacement of eleven signs at sites on the mainland and island wards of the castle within the scheduled area.

The full scope of the works as is set out in an application for Scheduled Monument Consent relating to the proposals, details of individual signs in a document produced by Rivermeade Signs and a Scheduled Monument Consent letter issued by Historic England on 29 June 2015, this setting out the scope of the required watching brief and reporting.

Tintagel Castle is located on a rugged section of the north coast of Cornwall and is centred at SX 20494 89102 in the parish of Tintagel, the parish church being located on the clifftops to the south of the Island. The Island extends to approximately 116,000 square metres and ranges in elevation from sea level to 84m OD on the almost level plateau forming the upper part of the Island, though the Scheduled Monument includes the Upper and Lower wards of the Castle on its landward side.

Site history

There is currently very little evidence for pre-Roman occupation on the headland of Tintagel though occurrences of prehistoric flints and Neolithic/Bronze Age cup-marked stones do provide evidence for some activity at this time.

There is some evidence that Tintagel was a relatively important place by the Roman period and it has been suggested that Tintagel was possibly the "*Durocornovio*" (fort of the Cornovii) of the *Ravenna Cosmography* (Thomas 1993, 84). During the post-Roman

period (from the 5th to early 7th centuries AD) the headland of Tintagel developed into a major fortified citadel (the neck of the headland being separated from the Mainland by the excavation of the "Great Ditch"). It is suggested that this may point to the origin of the place-name, in Cornish '*dyn tagell*' as this means the fortress of the constriction or throat (Padel 1988).

The survey of the Island undertaken by RCHM(E) during the 1980s together with excavations undertaken since the 1930s have revealed numerous buildings and structures related to the post-Roman period, most particularly on the Island, though excavation, artefactual and survey evidence from the mainland parts of the site suggest that the early medieval occupation extended on to the landward part of the site.

All suggest that at Tintagel there was a degree of control, organisation and power to trade directly with the Byzantine Empire. The nature of the trade is not known though there is some evidence from other sites that the distribution of tin was an important element (Thomas 1993; Harry and Morris 1997; Barrowman *et al* 2007).

Subsequently the Island was abandoned (apart from a small chapel being built on the peak of the Island c 1100) until the present castle was constructed by Richard, Earl of Cornwall during the mid-13th century. Though the more substantial buildings on the Island, along with the garden and the tunnel, date from this period, the ceramic evidence suggests that occupation appears to have been sporadic (it was sometimes used as a state prison in the 14th century), ceasing by the 15th century. In the 16th century, two small gun houses were built on the Island in response to a possible threat from the Spanish (it is uncertain if they were ever completed); the rest of the castle however was by then described as a picturesque ruin (Thomas 1993).

During the 19th and early 20th centuries Tintagel quickly became an increasingly popular and highly romanticised tourist destination, particularly following the coming of the main line railway to Cornwall and the construction of the Railway Hotel at Tintagel. The Reverend Kinsman, taking on the title of the Constable of the Castle, oversaw the reconstruction of some elements of the monument, and a guide was employed to take visitors around the Castle.

Tintagel Castle is owned by the Duchy of Cornwall, but its management passed into the Guardianship of the State, being cared for by the Office of Works (and its successors) from 1929 and became a Scheduled Ancient Monument in 1981 (Monument No 1014793). Archaeological investigations overseen by C.A. Raleigh Radford during the 1930s, were followed by some landscaping, reconstruction and repair works. English Heritage commissioned Glasgow University (GUARD) to undertake research excavations at Site C (an area previously excavated by Radford's pre-war campaigns, Barrowman, Batey and Morris 2007) and elsewhere from 1990 to 1999, whilst Cornwall Archaeological Unit and its successors have undertaken a number of watching briefs during safety, visitor management and other works within the Castle site since the mid-1980s to the present day (see for example Hartgroves and Walker 1986; Appleton, Fox and Waters 1998; Lawson-Jones 1994; Thorpe 2004; Reynolds 2006; Thorpe 2007; 2014).

Project extent

The locations for the signs to be replaced are detailed in the application for Scheduled Monument Consent and associated documentation. In summary, these are:

- Adjacent to the Mainland Ward Barbican (removal of existing sign and replacement with new sign on concrete footings). Ref 8.
- In the car park adjacent to the Visitor Centre (removal of existing sign and replacement with new sign on concrete footings). Ref 15.
- On the lower path to the Island (removal of existing sign and replacement with new sign on concrete footings). Ref 17.
- Adjacent to the walkway leading to the bridge to the Island steps (removal of existing sign and replacement with new sign on concrete footings). Ref 18.

- Within the Island Ward (removal of existing sign and replacement with new sign on concrete footings). Ref 24.
- At six locations on the Island (replacement of warning signs and replacement with new signs on concrete footings). Ref 25.

Aims and objectives

The principal aim of the study is to gain a better understanding of the subsurface archaeology of Tintagel Island. The objectives are to obtain an archaeological record of the site prior during intrusive activities within the Scheduled site and to produce a report on the findings of the recording work. Further objectives are to produce an ordered project archive for deposition with the Cornwall Historic Environment Record and to produce an entry for the OASIS on-line archaeological database. If appropriate, the report will include recommendations for the analysis of artefactual and other material recovered during the watching brief.

Working methods

All recording work will be undertaken according to the Chartered Institute for Archaeologists *Standards and Guidance for Archaeological Investigation and Recording*. 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.

9 Fieldwork: watching brief

Archaeological recording will include architectural features and details of sub-surface elements. Measured information and detail, as appropriate, will be added to copies of existing contractors drawings (to be supplied to CAU by the client).

Pre-fieldwork/historic research

Existing archaeological reports and sources of information will be consulted to form a background to the watching brief.

Fieldwork

The site archaeologist will be responsible for undertaking an archaeological watching brief during ground disturbance associated with the removal of the existing signs and the preparation of sockets for the new signage. Should intact archaeological layers or features be revealed by this work the archaeologist will halt the work in order to more clearly define what is found and to record archaeological information. If sub-surface deposits are deemed to be significant, the archaeologist would closely supervise the excavation of the remainder of the ground disturbance activities. All artefacts revealed during the excavation works will be archaeologically retrieved and processed.

The level of recording will be appropriate to the character/importance of the archaeological remains revealed.

If complex and/or significant archaeological deposits are encountered then the archaeological requirements must be reviewed by the representative of English Heritage and Cornwall Archaeological Unit. **In the event that significant remains cannot be preserved *in situ* then full-scale excavation may be required.**

In advance of the trenching Cornwall Archaeological Unit 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. Features and finds will be located onto the RCHME survey of Tintagel Castle utilising a handheld GPS.
- 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.) may be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from Vanessa Straker (Historic England, Science Advisor (South West)). Any necessary environmental sampling will be guided by *Environmental Archaeology* (English Heritage Centre for Archaeological Guidelines. 2001/02).

Treatment of finds

The fieldwork may produce artefacts.

- 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 Site Supervisor and the appropriate authorities (the Coroner and Environmental Protection, Cornwall Council). 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 their 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 Cornwall Archaeological Unit 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 any 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 CAU 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 CAU guidelines).

1.1.1 Report

A concise report will be produced summarising the results of the watching brief with contents as specified in the Brief. A statement of significance and outline management recommendations will be included in the report.

1.1.2 Deliverables/outputs

Will include:

- Cataloguing of digital colour photographs and image editing where appropriate. Conversion of photos to TIFF format and storage on DVD or similar
- 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)

10 Archive deposition

An index to the site archive will be created and the archive contents prepared for long term storage, in accordance with CAU 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. A2 drawn archive storage (plastic wallets for the annotated record drawings).
3. The project archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.
4. Digital data will be stored on the Cornwall Council network which is regularly and frequently backed up.

CAU uses the following file formats for stored digital data:

DOCX Word processed documents

XLSX Spreadsheets

PDF	Exports of completed documents/reports/graphics
JPG	Site graphics and scanned information
DNG or TIF	Digital photographs
DWG	AutoCAD drawings, measured surveys
MXD	ArcView GIS (electronic mapping) data
AI	Adobe Illustrator graphics

Timetable

The study is anticipated to be commenced during the Summer of 2015. CAU will require at least two weeks' notice before commencement of work, in order to allocate field staff 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.

Monitoring and Signing Off Condition

Monitoring of the project will be overseen by Keith Miller, Historic England Regional Inspector of Ancient Monuments. Archaeological scientific aspects of the work will be monitored by Vanessa Straker, Historic England Science Officer (South West).

1. The monitoring officers will be kept informed of progress.
2. Any variations to the WSI will be agreed with the monitoring officers prior to them being carried out.
3. If significant detail is discovered, all works must cease and a meeting convened with the client and the monitoring officers to discuss the most appropriate way forward.

Monitoring points during the study will include:

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

Cornwall Archaeological Unit

Cornwall Archaeological Unit is part of Cornwall Council. CAU employs 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>

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 Archaeology Projects Officer 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 CAU field staff, with assistance from qualified specialists and sub-contractors where appropriate. The project team is expected to include:

11 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 Cornwall Council's *Statement of Safety Policy*.

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

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.

*Adam Sharpe BA MCIfA
Archaeology Projects Officer
1st July 2015*

Cornwall Archaeological Unit

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