Lower Polmassick Bridge, St Ewe, Cornwall
Archaeological Assessment

Cornwall Archaeological Unit

Report No: 2016R052

Lower Polmassick Bridge, St Ewe, Cornwall

Archaeological Assessment

Client	Gavin Boyd, CORMAC Consultancy
Report Number	2016R052
Date	**12/08/2016**
Status	Final
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Acknowledgements

This study was commissioned by Gavin Boyd of CORMAC Consultancy and carried out by Cornwall Archaeological Unit, Cornwall Council.

The Project Manager was Adam Sharpe.

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

View of the upstream parapet of Lower Polmassick Bridge, looking west towards Mill Cottage.

Contents

List of Figures

Abbreviations

CAU	Cornwall Archaeological Unit
CIfA	Chartered Institute for Archaeologists
CRO	Cornwall Record Office
HE	Historic England
HER	Cornwall and the Isles of Scilly Historic Environment Record
MCO	Monument number in Cornwall HER
NGR	National Grid Reference
OD	Ordnance Datum – height above mean sea level at Newlyn
OS	Ordnance Survey
RIC	Royal Institution of Cornwall

1 Summary

Cornwall Archaeological Unit (CAU) was commissioned by Cormac Consultancy to undertake an archaeological assessment and Historic Impact Assessment (HIA) of Lower Polmassick bridge, near St Ewe, Cornwall (SW 97156 45584) in support of a Listed Building Consent application.

The bridge is a Grade II Listed Building (LB number 1312514) which crosses the River Luney. It is a two span arch slatestone masonry structure with a limited capacity that struggles to cope during periods of heavy rainfall. The structural integrity of the bridge is threatened during periods of soil saturation so a programme of mitigation works is proposed by Cornwall Council.

Lower Polmassick Bridge is an unusual post-medieval bridge and is likely to have been almost wholly built during a single phase of works in 1876. In effect it is a bridged crossroads at the junction of the C0447 and the C0440 constructed to replace a historic fording point. The bases of the bridge arches appear to have been re-shaped with the addition of flat concrete bases. It seems likely that these were intended to reduce the river's vortex effect on the underlying bed.

The proposed works include an additional culvert, designed to effectively manage increased flow. The works are situated to the east of the existing culverts and largely have little or no impact on the existing structures. The only impacts are likely to be the entry and exit points for the additional culverts.

This report highlights the need for Listed Building Consent to be granted before any works are undertaken and makes management and mitigation recommendations. These include the removal and reinstating of the Grade II listed finger post (LB number 1144808) adjacent to the eastern side of the downstream elevation of the bridge, the preservation of the bench mark built into the eastern wall section and the preservation of the existing arches including the third small arch on the downstream side.

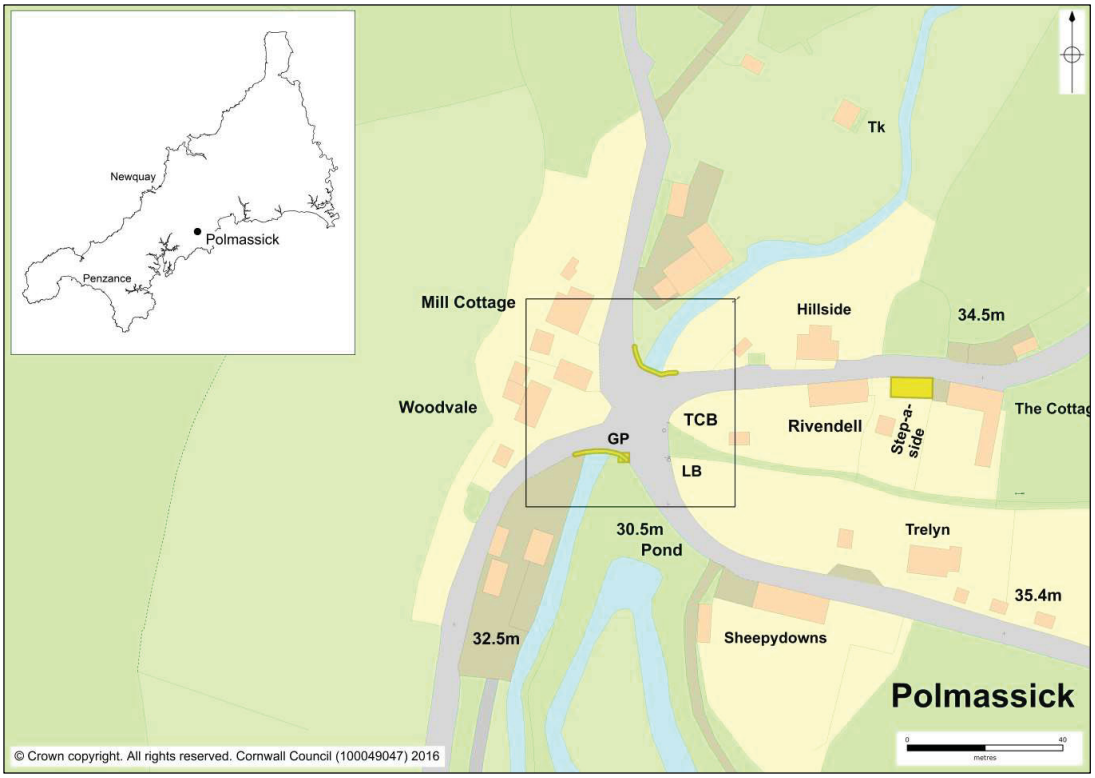

Fig 1 Location map.

2 Introduction

2.1 Project background

Cornwall Archaeological Unit (CAU) was commissioned by Cormac Consultancy to undertake an archaeological assessment and Historic Impact Assessment (HIA) of Lower Polmassick bridge, near St Ewe, Cornwall (SW 97156 45584) in support of a Listed Building Consent application.

The bridge is a Grade II Listed Building (LB number 1312514) which crosses the River Luney. It is a two span arch slatestone masonry structure with a limited capacity that struggles to cope during periods of heavy rainfall. The structural integrity of the bridge is threatened during periods of soil saturation so a programme of mitigation works is proposed by Cornwall Council.

To reduce the load on the current structure the proposals suggest providing an additional culvert to the eastern side of the bridge. The new culvert would bypass the bridge from an inlet constructed on the upstream side of the bridge discharging through a similar structure on the downstream side (Fig 15).

2.2 Aims

The purpose of this assessment is to:

- Provide an assessment of the archaeological and historical importance of the bridge.
- Assess the archaeological impact of the proposed scheme.
- Give recommendations for any necessary further investigation and recording.

2.3 Methods

Sources studied for this comprised:

- Cornwall and Isles of Scilly Historic Environment Record (HER)
- Published sources including local histories
- Charles Henderson and Henry Coates *Old Cornish Bridges and Streams* (1928)
- Modern OS maps
- Historic maps, including
    - Joel Gascoyne's map of Cornwall (1699)
    - Thomas Martyn's map of Cornwall (1748),
    - Ordnance Survey (OS) 1-inch survey (*c*1810)
    - Parish Tithe maps (*c*1840),
    - OS 1:25 inch maps, 1st and 2nd Editions (*c*1880 and *c*1907)

2.3.1 Desk–based assessment

During the desk-based 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 HER
- Images of England online listed buildings database
- Early maps and photographs (see Section 12.1)
- Published histories (see Section 12.2)

2.3.2 Fieldwork

Fieldwork was undertaken on Wednesday 10th August 2016. The weather was variable with sunshine and showers. The level of the River Luney was low with an estimated 1.5m of clearance between the water and the apex of the bridge arches.

The purpose of the visit was to assess survival of historic fabric of both the bridge and the surrounding area and to identify any impacts that the proposed works might have.

Fieldwork was undertaken using a digital photographic survey together with written notes.

Photographic recording comprised colour photography using a digital Single Lens Reflex camera (12 megapixel resolution). Foliage made it difficult to easily photograph the downstream face of the bridge, but access was otherwise unimpeded.

2.3.3 Post-fieldwork

During this phase the results of the fieldwork were collated for archiving and the results of the desk-based assessment and fieldwork drawn together in this report.

3 Location and setting

Lower Polmassick Bridge crosses the River Luney, a small river that rises to the north of St Ewe, and meets the sea at Porthluney Cove just over 4 kilometres to the south of Polmassick. It supports the junction of two minor roads; the C0447 and the C0440.

The bridge is located within the relatively isolated hamlet of Lower Polmassick, 750m to the south west of St Ewe.

The bridge is located at the bottom of a steep, narrow valley. To the south the River Luney runs through a narrow floodplain that is largely adjoined by private residential gardens. These include several small ponds downstream of the bridge.

4 Designations

4.1 National

The bridge is nationally designated as a Grade II Listed Building (LB number 1312514).

The fingerpost is nationally designated as a Grade II Listed Building (LB number 1144808)

4.2 Regional/county

The bridge is recorded in the Cornwall HER (MCO9672).

The fingerpost is recorded in the Cornwall HER (MCO54668).

These are non-statutory designations.

5 Site history

Polmassick, first recorded as Ponsmadek in 1302, is described as two separate settlements on the Ordnance Survey 1-inch survey (c1810) as Lower and Higher Polmasick. Ponsmadek contains the Cornish place name element *'Pons'* meaning bridge and *'Madek',* a personal name (Padel 1985). This place name evidence would suggest that although the known bridge dates from the 19th century, it is likely that a river crossing existed here at least as early as the medieval period, taking the form of a ford or possibly an earlier bridge. A river crossing is shown at Polmassick on Gascoyne's 1699 map of Cornwall traversing the River Luney carrying the road which linked St. Eva (St. Ewe) to Tregony.

There are very few fording or bridging points on the River Luney, the only others nearby being two kilometres to the north at Carlooze Bridge or two and half kilometres to the south at Tubbs Mill. During the medieval period the settlements of Tregony and Grampound were locally important trading centres and the roads linking them to St Ewe Churchtown provided the inland settlements with access to the fishing hamlets of Mevagissey and Gorran Haven on the coast in St. Austell Bay. Tin streamworks are recorded in the valley of the River Luney near Polmassick, indicating that this now peaceful valley was the site of industrial activity in the medieval and post-medieval periods (Penhallurick 1986). No clear evidence remains for the siting of the streamworks but it seems likely that they were near the site of a small lake on the river plain approximately 100m downstream from the existing bridge. This location appears to have supported a second river crossing on the 1st Edition of the OS 1" to a mile mapping (Fig 10) though this is not seen again after the Ste Ewe Tithe map. In 1787 a post-Roman brooch and a finger ring were found in the streamworks.

The Cornwall and Scilly HER suggests that the present bridge could very probably be on the site of a medieval bridge (MCO15551). It would seem that this was likely the case but it appears that no substantive structure survived from the medieval period in the mid-19th century. By *c*irca1840 the Parish of St Ewe Tithe map showed no significant road bridge but instead two foot bridges and a ford close to the current bridge's location. By the time of the 1st Edition Ordnance Survey 25" to a mile mapping (*circa* 1875) a bridge had replaced the fords, and the foot bridges were no longer in evidence. This date matches well with the 1876 dates inscribed in the granite date stones built into the parapet walls. Henderson and Coates' book on Cornish bridges first published in 1928 does not record a significant bridge at any point on the Luney.

Also recorded on the Tithe Map is a mill adjacent to the bridge: this is presumably the Mill Cottage that still survives today. A leat ('Mill Leat') was shown carrying water from upstream and supplying Mill Cottage before the mill tailrace re-joined the Luney downstream. According to Sheppard (1967) none of the leat system now survives.

6 Description

Lower Polmassick Bridge has two large arched openings on its upstream face and two major arches and one minor arch opening on its downstream face. The bridge is very wide - approximately 21.5 metres between the two parapet walls and approximately 13m across its widest span. The parapet walls curve to accommodate the confluence of the two roads, with curving walls continuing beyond the main bridge structure for at least 20m in each direction (Fig 14)

Granite date stones are set into both the upstream and downstream parapet walls. They bear the inscription *'RHV 1876'.* Sited as they are above the road level on the parapet walls it is possible that they have been moved as a result of vehicle damage but there is no evidence to support this.

The main bridge structure is reasonably nondescript with little or no detail or embellishment. It is constructed from local stone, possibly from the quarry recorded approximately 100m to the southwest. Its listing describes the stonework as rubble but this is generally well laid and in good condition. Some minor variations in style suggest that the bridge has been repaired in places but these repairs appear to have been minor. From road level down the structure of the bridge appears completely undisturbed. The slatestone arch rings are clearly apparent and appear to be in good condition, set within a coarse mortar. The undersides of the bridge arches are uniformly finished with no evidence of earlier construction phases visible. The consistent shape of the arches suggests they were built using a temporary former. The river base has been modified between the upstream and downstream elevations with flat concrete bases; these clearly post-date the bridge structure. There are several angle irons set into the bridge, to the east of the upstream face. These seem to be later, probably modern additions used to aid foot access to the river.

On the downstream elevation of the bridge a smaller culvert also discharges into the river (Fig 6 and Fig 7). The archway, whilst not included in the listing description, is clearly part of the original structure (Fig 16), and it is thus strange that it was omitted from the listing description. The culvert entrance is about 1m deep before it turns almost 90 degrees to the east; from here a straight run sees it emerging into a ditch beyond the wall on the eastern side of the road where it connects to a minor stream or drain. It was not possible to ascertain the dimensions of the culvert itself but the mouth and archway measure approximately 1m wide and the apex of the arch is just over 1m high as measured from the concrete base of the bridge arch to its west. Also omitted from the listing description is the small cutwater located between the bridge arches on the upstream side. This small projection appears to be part of the same construction phase as the rest of the structure and would have been incorporated into the bridge build to reduce river erosion of the central support and its foundations.

A recently repainted bench mark is located on the eastern wall. This is carved into one of the lower stones and is likely not to have been disturbed (Fig 8).

A Grade II listed cast iron fingerpost is located on the eastern bank of the southern side of the bridge (Fig 9) in an area likely to be disturbed by the proposed works.

The modern road surface between the parapets comprises tarmacadam, and no indication is given of an earlier road surface.

7 Conclusions/discussion

No evidence could be found of the leat.

Map evidence indicates that that there were originally a pair of footbridges and a couple of fords at this crossing point on the River Luney. No evidence for these survives.

The existing bridge appears to result from a single late 19th century phase of construction, with some minor subsequent alterations. The date stones inscribed 1876 with the letters RHV appear consistent with each other and with the bridge fabric (Fig

2). It seems likely that the letters are initials. The date stone combined with the mapping evidence suggest that the 1876 date for the bridge is fairly secure. It is possible that RHV might have been a Heligan or Caerhays land steward (Heligan and Caerhays being the two largest estates in the area). The building of the bridge would have been quite an expensive undertaking, so there must have been a good reason for constructing it. It seems unlikely that the local parish would have wanted to meet this cost alone, as Polmassick seems always to have been something of a backwater, but there must have been some reason why the bridge was built in 1876. Possibly it was to facilitate improved trade links, or perhaps heavy flows in the River Luney were continually washing out the ford. The most likely explanation is that RHV was a parish or district surveyor of roads charged with building the new bridge in 1876.

Assuming the benchmark is in its original place then this likely postdates 1876.

8 Recommendations

The works should be designed to minimise the physical impact to the historic fabric of the bridge structure and to preserve the bridge's historic character. Although it is not included in the listing description, the appearance of the smaller culvert should also be maintained. Any necessary re-facing should use matching stone.

The fingerpost and benchmark must be retained.

9 References

9.1 Primary sources

Gascoyne, J, 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 Ewe (licensed digital copy at CRO)

9.2 Publications

Henderson, C and Coates, H, 1928. *Old Cornish Bridges and Streams*, Bradford Barton reprint 1972, Truro

Penhallurick R D 1986, *Tin in Antiquity*. Institute of Metals, London

9.3 Websites

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

10 Project archive

The CAU project number is **146614**

The project's documentary, digital, photographic and drawn archive is maintained by Cornwall Archaeological Unit

Electronic data is stored in the following locations:

Project admin: \\Sites P\Polmassick Bridge 146614

Digital photographs: \\Historic Environment (Images)\SITES.M-P\Sites P\Polmassick Bridge 146614

Electronic drawings: \\Historic Environment (CAD)\Sites P-Q\Polmassick Bridge 146614

Historic England/ADS OASIS online reference: cornwall2-260627

Fig 2. Granite date stone (northern)

Fig 3. Upstream elevation looking south showing central granite cutwater

Fig 4. Eastern bridge arch looking north

Fig 5.Concrete base of western bridge arch

Fig 6. Smaller bridge arch or culvert not described in the listing to east of downstream elevation

Fig 7. Detail of smaller eastern bridge arch showing its turn to the east a short distance in from its entrance.

Fig 8. View of the Eastern wall showing the repainted benchmark.

Fig 9. Late 19 century Listed cast iron fingerpost next to Polmassick Bridge

Fig 10. Extract from the OS First Edition One Inch Map c1809 showing probable twin fords.

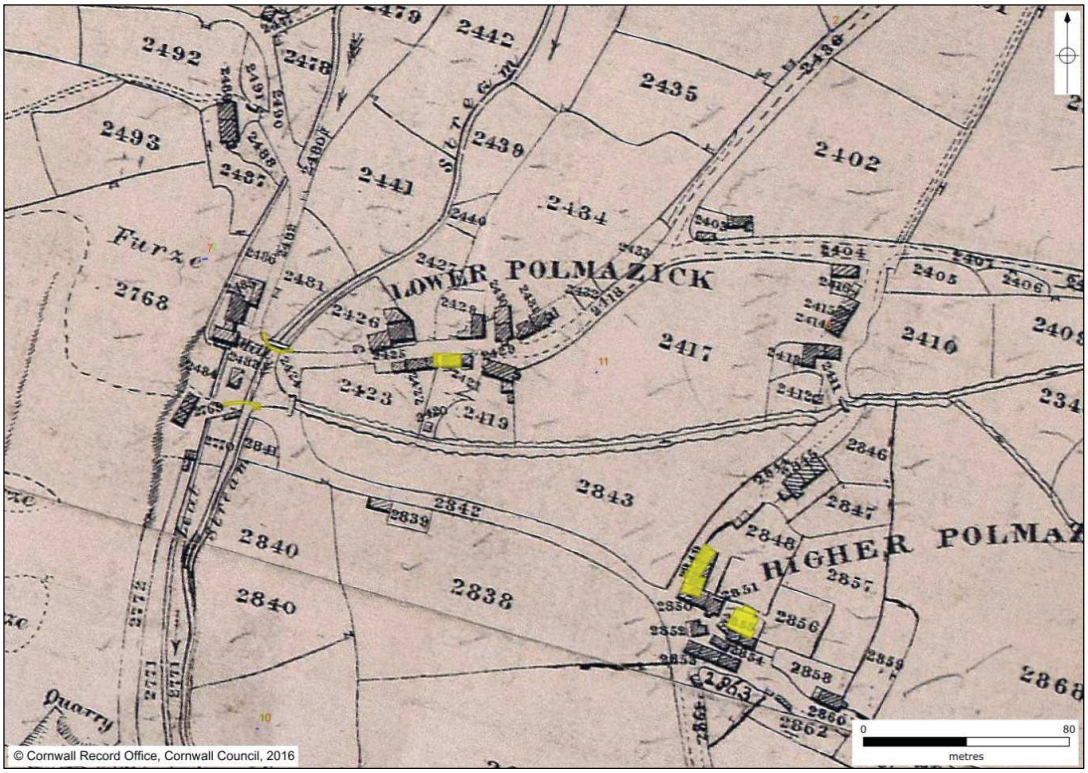

Fig 11. Tithe Map, c1840 showing twin fords and footbridges. Listed features shown in yellow.

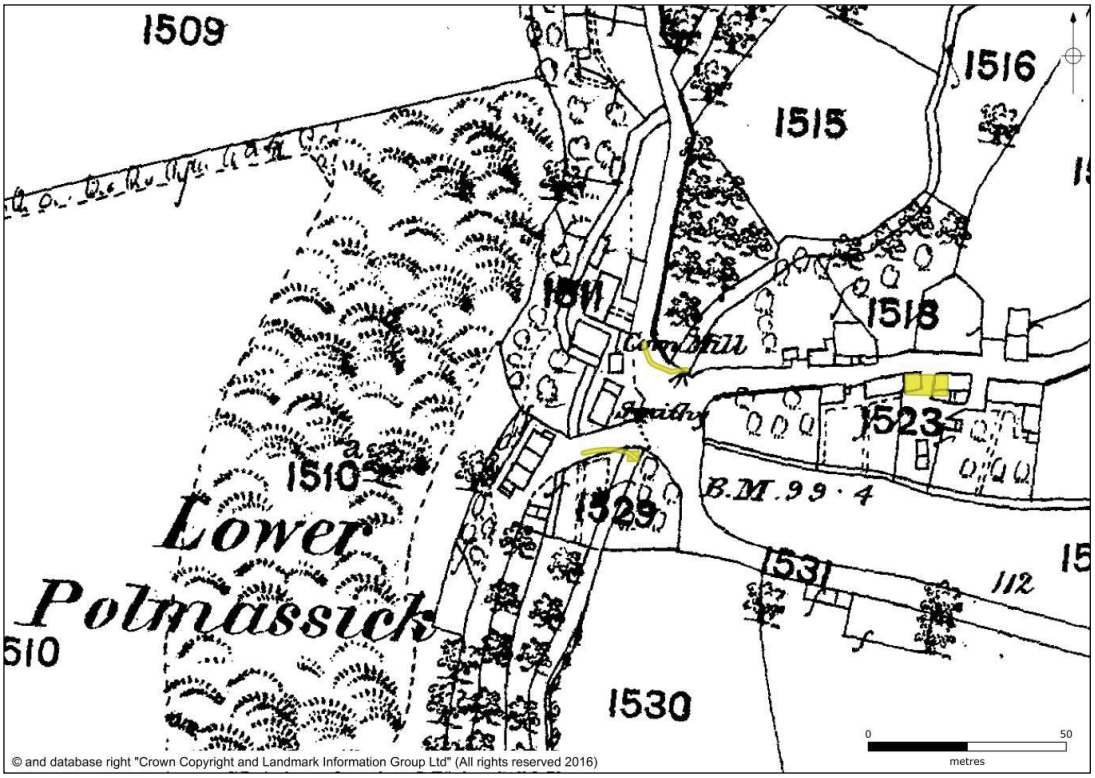

Fig 12. First Edition of the Ordnance Survey 25 Inch Map, c1880 showing 1876 new bridge. Listed features shown in yellow.

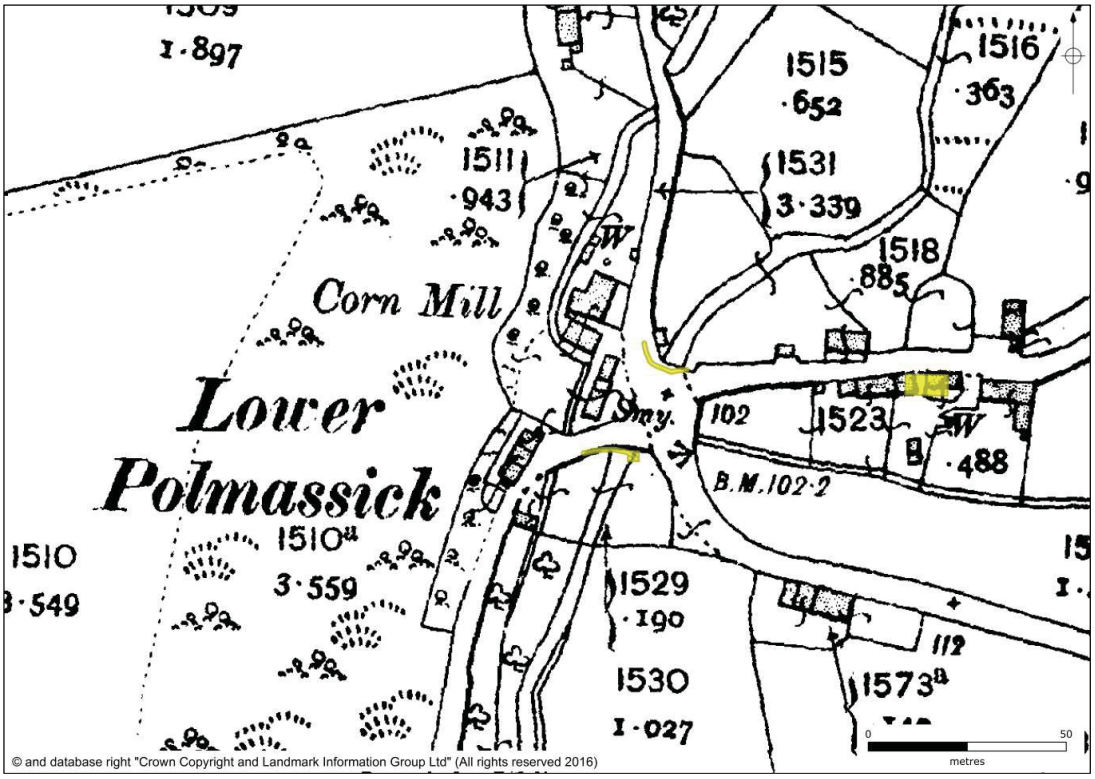

Fig 13. Second Edition of the Ordnance Survey 25 Inch Map, c1907. Listed features shown in yellow.

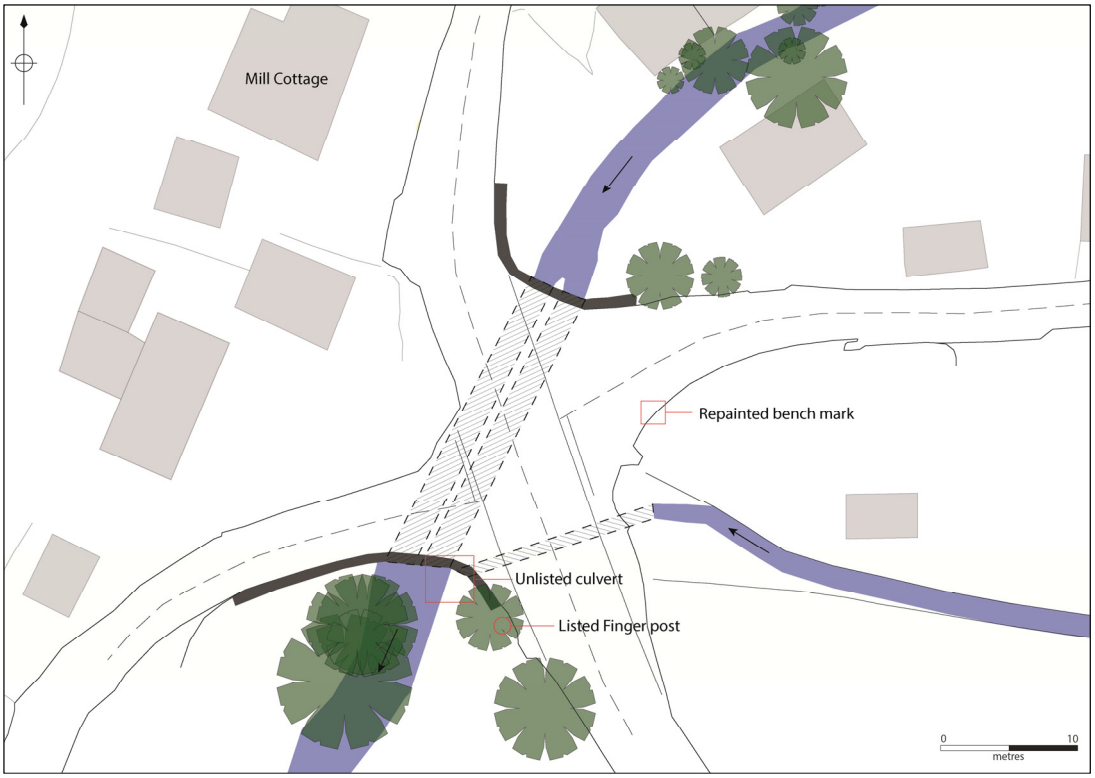

Fig 14. Existing arrangements

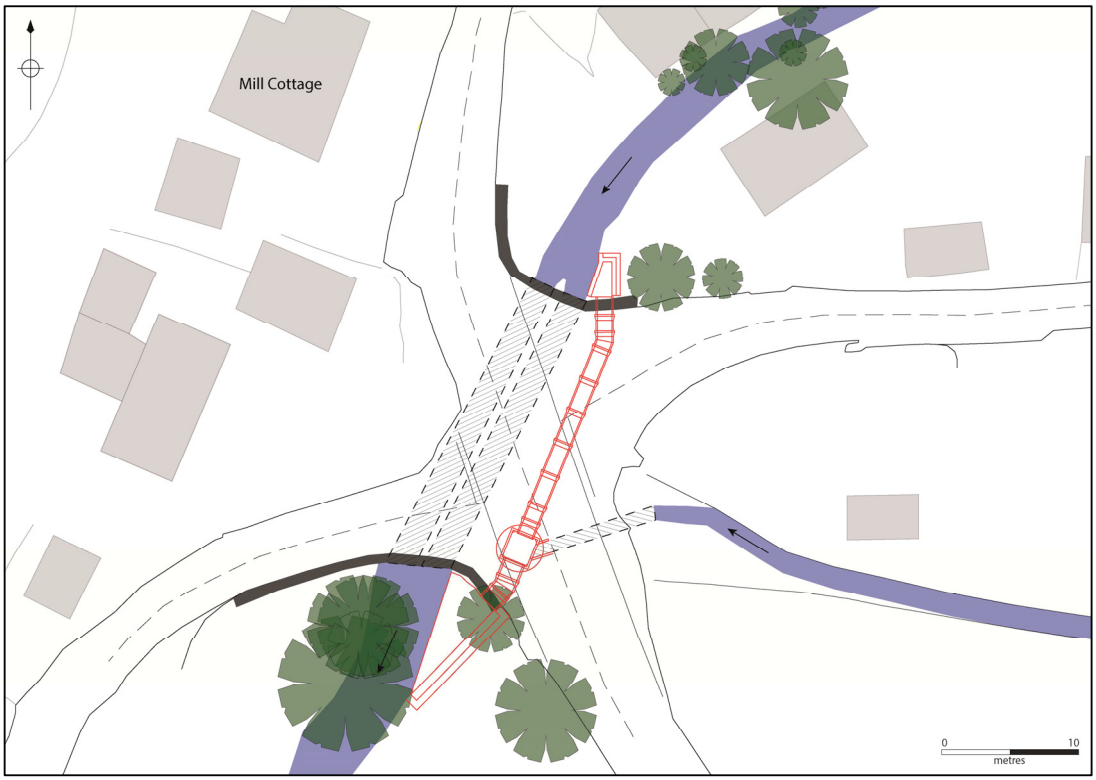

Fig 15. Proposed new arrangement

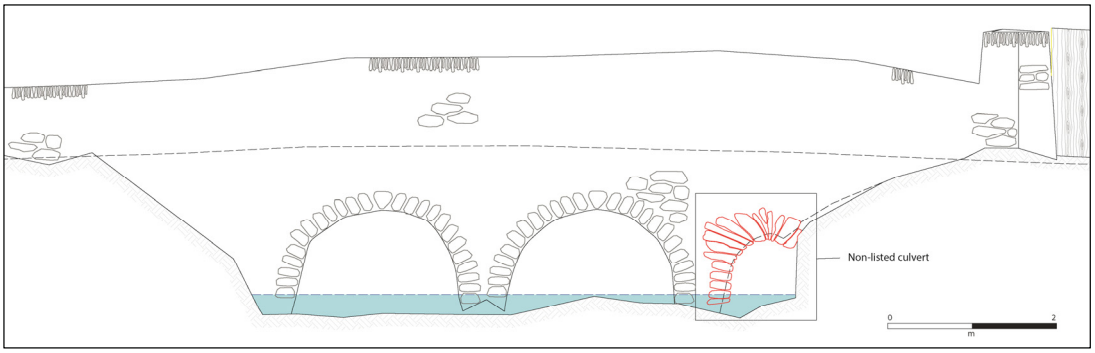

Fig 16. Downstream elevation. To the east is the opening to the culvert not included in the list description which will be used as the discharge point for the new alleviation culvert.

11 Appendix 1: Written Scheme of Investigation

Cornwall Archaeological Unit
Cornwall Council

Lower Polmassick Bridge, St. Ewe, Cornwall: Written Scheme of Investigation for archaeological assessment

Client:	CORMAC Consultancy
Client contact:	Rob Handley
Client tel:	01726 226899
Client email:	rhandley@cormacltd.co.uk

- **Project background**

The Grade II Listed Polmassick Bridge spans the River Luney in the hamlet of Lower Polmassick, St. Ewe, carrying the C0447 road, together with junctions from the C0440. The bridge is located at SW 97156 45583, PL26 6HA. The Listed Building description reads as follows:

ST EWE POLMASSICK SW 94 NE 1/42 Bridge over the River Luney - GV II

Bridge over the River Luney. Dated RHV 1876. Slatestone rubble. The bridge is at a wide crossroads, with the upstream side to north east and the downstream side to south west; the water is channelled through a tunnel under the roadway. On the upstream and downstream sides there are two round arches with slatestone arch rings. The parapet walls are in rubble with rubble coping, about one metre high; at each side the walls turn the corner of the crossroads, about 20 metres long. Each parapet wall has a granite datestone with the initials RHV and date 1876. Sources: Henderson, C. and Coates, H.: Old Cornish Bridges and Streams 1928.

Not mentioned in the Listed Building description is the small cutwater between the bridge arches on its upstream side.

No area designations apply to this structure.

The twin arches of the bridge are incapable of coping with water flows at times of high rainfall, causing the river to back up on its upstream side, resulting in localised flooding of the road and neighbouring properties. It is therefore proposed to construct an additional by-pass culvert with a weir inlet to augment the flow-carrying capacity of the bridge. These works will also alleviate flood water loads on the fabric of the bridge and either reduce or eliminate structural weakening of the ground supporting the bridge structure through water saturation.

It is intended that the weir and headwalls will be constructed of reinforced concrete which will be faced in masonry to match that of the existing river training walls.

Rob Handley of the CORMAC Consultancy contacted CAU by email on 02 August 2016 with a request for an archaeological assessment in to accompany an application for Listed Building Consent to undertake the works. The request was specifically for

- *An assessment of the significance of the bridge along with the impact of the development proposals (HIA).*
- *Investigation into the archaeological potential of the site.*

Two Listed Building Consent applications apply. The first, PA15/04596 was approved with two conditions on 01/09/2015. Neither of these required any archaeological assessment or recording. The second, PA16/05458 is still awaiting a decision.

• Site history

As mentioned in the Listing description, the bridge carries a pair of 1876 datestones which indicate a major phase of construction activity. It is unclear, however whether this date marks the construction of the bridge, or a major phase of re-building. Record MCO9672 in the Cornwall and Scilly Historic Environment Record (HER) indicates that the present bridge is very probably on the site of a medieval bridge, but at the time of the creation of the record it was unclear whether any of the original fabric survived. Lower Polmassick was recorded (MCO15551) as a subdivision of the probably medieval settlement of Polmassick, Higher Polmassick being centred just under 200m to the east. Padel (1988) indicates that the earliest record of its placename was recorded in 1301 as *Ponsmadek* – 'the bridge of Madek' (a personal name).

A bridge is shown at Polmassick on Gascoyne's 1699 map of Cornwall traversing the River Luney carrying the road which linked St. Eva (St. Ewe) to Tregony.

Tin streamworks in the valley of the River Luney near Polmassick were the findspot of a post-Roman brooch and a finger ring in 1787 indicating that this now peaceful valley was the site of industrial activity in the medieval and post-medieval periods.

Given the relatively small scale of the 1st Edition of the OS 1" to a mile mapping it is difficult to define whether the river crossing shown on it is the bridge which traverses the River Luney today, but the road arrangement appears very similar. A second river crossing (probably a ford) spanned the river approximately 100m downstream at this date immediately north of an area which now sites a small lake on the river plain.

The digitised copy of the 1839 St. Ewe Tithe Map is of rather poor quality, but appears to depict a relatively narrow bridge across the river at *Lower Polmazick* , though what is shown could also be interpreted as a ford, like the southern crossing.

The *circa* 1877 OS 1st Edition 25" to a mile mapping immediately postdates the datestones on the current bridge and shows an arrangement very similar to that found today.

The current bridge is depicted on the OS Mastermap as being 23m wide and siting a crossroads on two rural roads.

Polmassick appears to have long been an important fording or bridging point on the River Luney, the next crossing to the north being at Carloose Bridge 2km upstream, whilst to the south it is at Tubb's Mill over 2.5k away. Polmassick is therefore one of the very few bridging points on the long-standing routes between the fishing hamlets on the eastern coast of St. Austell Bay and the important medieval settlements of Grampound and Tregony, as well as the mercantile centre of Truro further to the west.

• Project extent

The project will be focussed on Polmassick Bridge and its immediate environs.

• Aims and objectives

The principal aim of the study is to gain a better understanding of the history of Polmassick Bridge and to determine the likely impacts of the construction of the by-pass culvert on its historic fabric, as well as on any likely underlying or adjacent archaeological sites.

The project objectives are to obtain an archaeological record of the bridge site prior to alterations and to produce a report detailing the findings of the assessment; a second objective is to produce an entry to the Historic England maintained OASIS/ADS-Online database of archaeological projects.

• 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.

• Desk-based assessment

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

- Published sources including local histories, as well as Henderson and Coates study of Cornish bridges (1928).
- Historic maps, including
    - Joel Gascoyne's map of Cornwall (1699)
    - Thomas Martyn's map of Cornwall (1748),
    - OS 1 inch to a mile survey (c1810)
    - St. Ewe Tithe Map (1839),
    - 1st and 2nd Editions of the OS 25 inch to a mile maps (c1880 and c1907)
- Modern maps
- Archive photographs

• Fieldwork: recording

An archaeological record of the architectural features of the bridge will be created, based on CAD drawings produced by CORMAC Solutions.

Analysis of the bridge fabric will be undertaken on site (recorded as notes) to allow a description to be written up at the archive stage.

• Fieldwork: photographic recording

Photographic recording will be based on colour photography using a digital SLR camera (with a resolution of 10 million pixels or higher).

CAU follows English Heritage guidance on digital image capture and file storage (2014).

The photo record will comprise:

- general views.
- examples of structural and architectural detail.

Methodology for the archive standard photography is set out as follows:

- Photographs of details will be taken with lenses of appropriate focal length.
- A tripod will be used to take advantage of natural light and slower exposures.
- Difficulties of back-lighting will be dealt with where necessary by balancing the lighting by the use of flash.

- A metric scale will be included in all views, except where health and safety considerations make this impractical.

- **Impact assessment**

Impacts on the bridge structure and surrounding areas likely to be affected by the proposed works will be assessed in the light of the results of the desk-based assessment and field recording. A mitigation strategy will be proposed.

- **Creation of site archive**

To include:

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

- **Archive report**

A written report will include:

- Summary
- Project background
- Aims and objectives
- Methodologies used
- Location and setting
- Designations
- Site history
- Archaeological results
- Chronology/dating evidence
- Significance
- Impacts of the current proposals
- Mitigation measures
- Conclusions
- References
- Project archive index
- Supporting illustrations: location map, historic maps, plans, elevations, photographs

A paper copy and a digital (PDF) copy of the report, illustrations and any other files will be held in the Cornwall HER. Paper copies of the report will be distributed to the client, to local archives and national archaeological record centres.

- **Archive deposition**

An index to the site archive will be created and the archive contents prepared for long term storage, in accordance with 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. The project archive will be deposited initially at ReStore PLC, Liskeard and in due course (when space permits) at Cornwall Record Office.
3. 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 late Summer 2016. CAU will require at adequate 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 carried out by the Senior Development Officer (Historic Environment). Where the SDOHE is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected.

1. The SDOHE will monitor the work and should be kept regularly informed of progress.
2. Notification of the start of work shall be given to the SDOHE at least one week in advance of its commencement.
3. Any variations to the WSI will be agreed with the SDOHE, in writing, prior to them being carried out.
4. If significant detail is discovered, all works must cease and a meeting convened with the client and the SDOHE 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

• References

English Heritage, 2006. *Understanding Historic Buildings: A guide to good recording practice.* English Heritage, Swindon

English Heritage, 2007. *Understanding the Archaeology of Landscapes: A guide to good recording practice.* English Heritage, Swindon

English Heritage, 2014. *(Draft) Guidance note on Digital Image Capture and File Storage.* English Heritage, Swindon

• 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:

• 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
03/08/2016

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