



Watching the waterline

Goliyas an morrepp

There have been defences on this point since 1539, when Henry VIII built a blockhouse known as 'Little Dennis' to protect the estuary from enemy warships.

The blockhouse was equipped with heavy guns. You can see three gun openings at ground level but only a garret on the first floor, whose wooden structure has not survived.

By 1680 Little Dennis was part of a larger fort on Penhens Point, including Blockhouse Long Platform, just below you. Defences were updated until 1756, when all coast artillery in Britain was withdrawn.



An engraving of Penhens Point, showing the blockhouse and the gun platform. From the book 'The History of the County of Cornwall' by Lewis Clavel and John Okey (1791).

On the right is a plan of the blockhouse, showing the three gun openings and the garret. From the book 'The History of the County of Cornwall' by Lewis Clavel and John Okey (1791).



Pendennis Castle Signage, Falmouth, Cornwall

Archaeological Watching brief

Client	English Heritage
Report Number	2018R030
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Status	Final
Report author(s)	Carl Thorpe
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Acknowledgements

This study was commissioned by Lauryn Etheridge, Interpretation Manager, English Heritage and carried out by Cornwall Archaeological Unit, Cornwall Council.

The Project Manager was Charles Johns.

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.



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Chartered Institute for Archaeologists

Cover illustration:

View overlooking the Carrick Roads and Little Dennis looking south east towards St Anthony Head.

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Abbreviations

CAU	Cornwall Archaeological Unit
CIfA	Chartered Institute for Archaeologists
HER	Cornwall and the Isles of Scilly Historic Environment Record
NGR	National Grid Reference
OD	Ordnance Datum – height above mean sea level at Newlyn
OS	Ordnance Survey

1 Summary

In March 2018 the Cornwall Archaeological Unit carried out an archaeological watching brief on behalf of English Heritage during the excavation of postholes for new signage at Pendennis Castle, Cornwall (NGR SW 82350 31930), in order to fulfil a condition of Scheduled Monument Consent for the scheme.

Pendennis Castle is part of Scheduled Monument No: SM 10552, HA 1012134: Pendennis Peninsula Fortifications. This covers a fortified landscape and monuments on the headland dating from the sixteenth century through to the early twentieth century.

The main objectives of the archaeological recording were to document any archaeological features, and recover any artefacts were revealed within the postholes.

A total of 18 different locations were examined during the course of this watching brief, including thirteen operational signs, and five interpretative panels. No archaeological features were recorded, and no artefacts recovered, demonstrating that this project had little or no impact on buried archaeology within the enceinte, or surroundings of the castle.

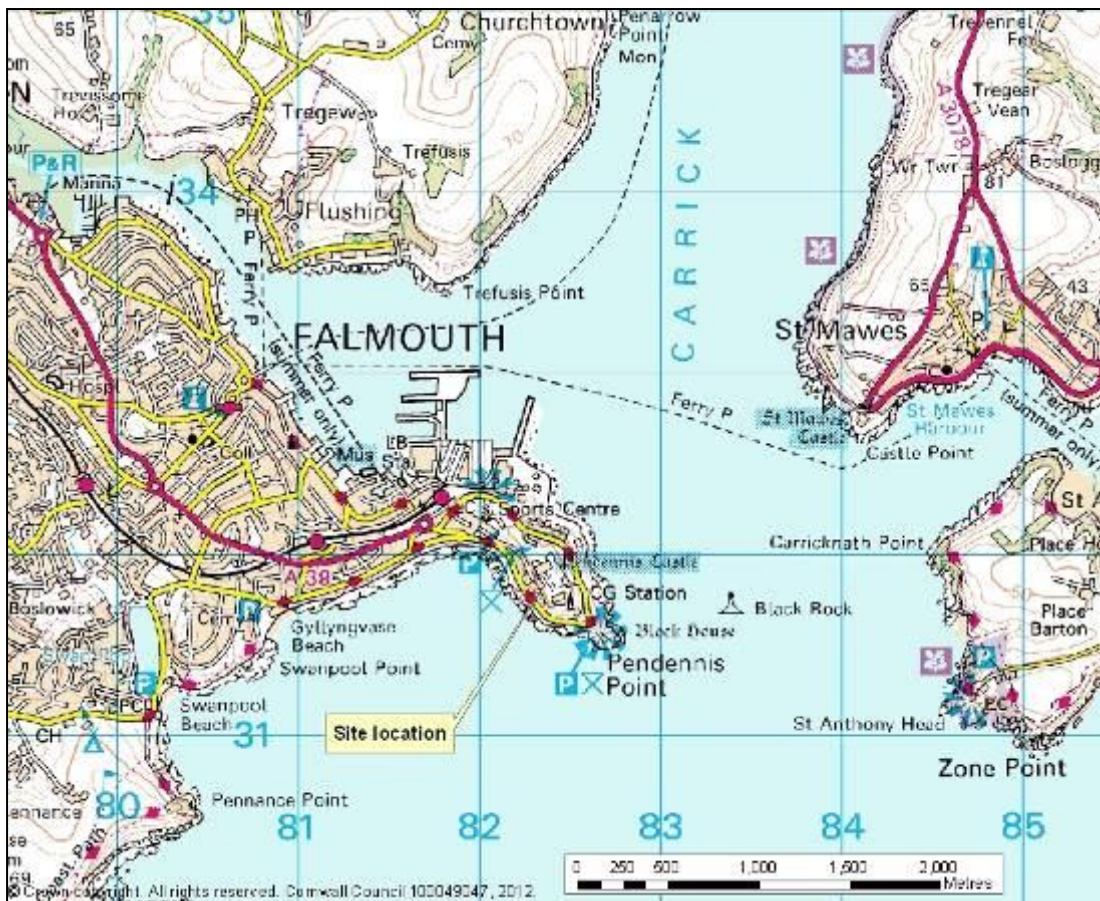


Figure 1. Location map.

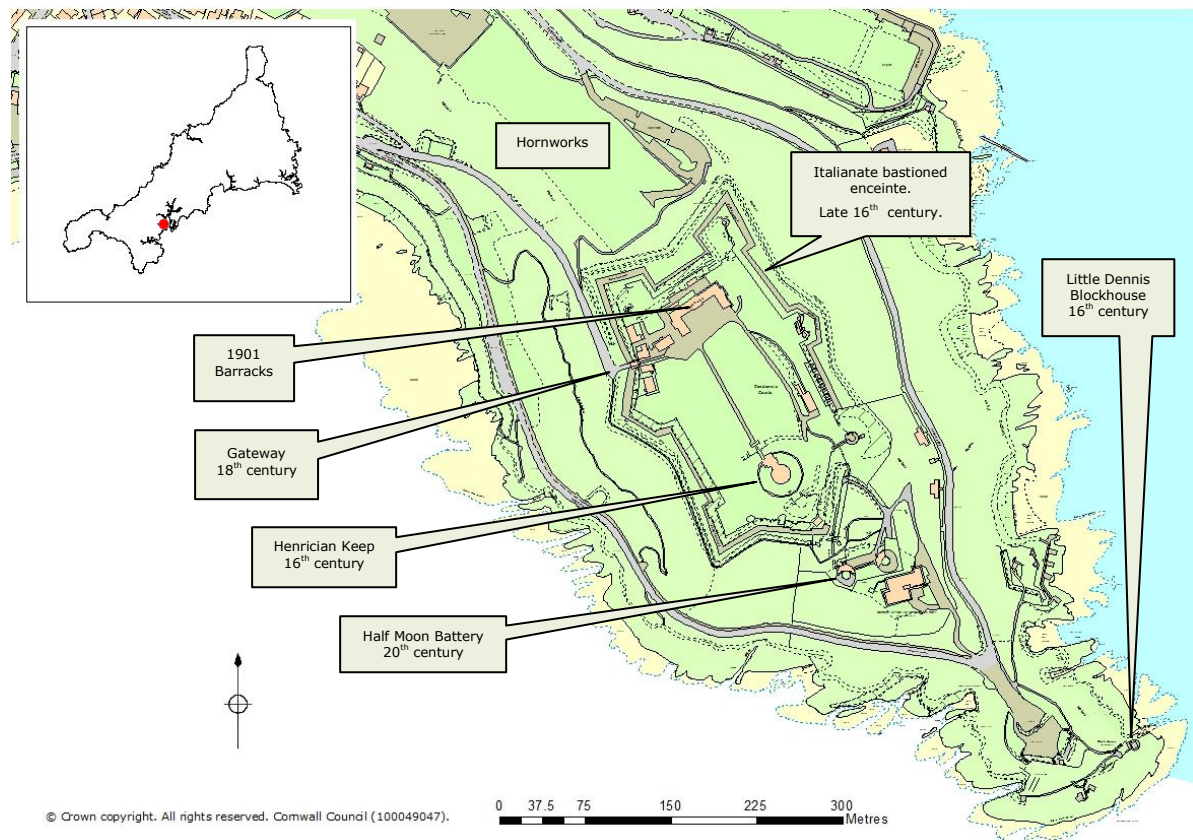


Figure 2. Pendennis Castle showing principal features mentioned in the text.

2 Introduction

2.1 Project background

In March 2018, Cornwall Archaeological Unit, Cornwall Council (CAU) was commissioned by Lauryn Etheridge, Interpretation Manager, English Heritage, to undertake an archaeological watching brief during the excavation of postholes for new signage at Pendennis Castle, Cornwall (NGR SW 82350 31930) (Figs 1, 2 and 3).

Pendennis Castle is part of Scheduled Monument No: SM 10552, HA 1012134: Pendennis Peninsula Fortifications.

The archaeological recording, in the form of an archaeological watching brief, was undertaken by CAU according to a Written Scheme of Investigation (Appendix 1) in order to fulfil the requirements of Scheduled Monument Consent for the works dated 14 March 2018.

(e) No ground works shall take place until the applicant has confirmed in writing the commissioning of a programme of archaeological work before and during the development in accordance with a written scheme of investigation which has been submitted to and approved by the Secretary of State advised by Historic England.

(l) Any ground disturbance to which this consent relates shall be carried out under the archaeological supervision of [to be confirmed at a later date] who shall be given at least [4] weeks' notice (or such shorter period as may be agreed) in writing of the commencement of work. No works shall commence until [to be confirmed at a later date] has confirmed in writing to Historic England that they are willing and able to undertake the agreed supervision.

(n) A report on the archaeological recording shall be sent to the County Sites and Monuments Record / Historic Environment Record and to Nick Russell at Historic England within 3 months of the completion of the works (or such other period as may be mutually agreed).

(o) The contractor shall complete and submit an entry on OASIS (On-line Access to the Index of Archaeological Investigations - <http://oasis.ac.uk/england/>) prior to project completion, and shall deposit any digital project report with the Archaeology Data Service, via the OASIS form, upon completion.

This report covers the results of the watching brief which was carried out on the 20th, 21st and 27th March 2018.

2.2 Aims and objectives

The site specific aims and objectives were:

- To identify and record the presence/absence of archaeological remains.
- To determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- To establish the nature of activity on the site.
- To identify any artefacts relating to the occupation of the castle.
- To provide further information on the archaeological history of the castle.

2.3 Methods

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

2.3.1 Fieldwork

The fieldwork was undertaken according to the methodology set out in the WSI (Appendix 1).

2.3.2 Post-fieldwork

During this phase, the results of the fieldwork were collated for archiving and the results drawn together in this report.

3 Location and site history

Pendennis Castle (centred at SW 82387 31847) lies on the south eastern side of the town of Falmouth within the parish of the same name (Fig 1). It is situated on a prominent headland, Pendennis Point that juts out into the Carrick Roads. The ground upon which the Castle lays forms a relatively flat plateau varying in height between 54m to 56m OD. The underlying geology consists of Devonian interbedded sandstones, and argillaceous rocks of the Portscatho Formation (BGS sheet 352).

Pendennis Castle and its twin, St Mawes Castle on the opposite side of the Carrick Roads, were built between 1539 and 1543 as part of Henry VIII's national defence policy. The castles were utilitarian artillery towers reinforced by the waterline blockhouses at Little Dennis and St Mawes, their purpose was to protect the mile-wide inlet of Carrick Roads (Fig 1).

Between 1597 and 1599, following a review of the defences by Sir Walter Raleigh during the hostilities with Spain, the Henrician keep was strengthened by the addition of the Italianate bastioned enceinte designed by the military engineer Paul Ivey (Fig 2).

The defences and armaments at Pendennis were periodically upgraded in time of war. By the time of World War One the main long range defences of Pendennis were at Half Moon Battery, first constructed *circa* 1793, situated south of the castle, facing seawards and working in tandem with the long-range battery at St Anthony Head (Linzey 2000).

In 1956 coastal defence was abandoned and the Castle given to the Ministry of Public Buildings and Works (now English Heritage). Pendennis Castle is part of Scheduled Monument No: SM 10552, HA 1012134: Pendennis Peninsula Fortifications (MCO25076). The Cornwall and Scilly Historic Environment Record – Primary Record Number (PRN) is 18709.

4 Archaeological results

The archaeological watching brief was done in two phases. The first phase involved the installation or replacement of operational signage across the castle. These were signs that provided the public with safety instructions, etc; while circulating around the castle. The second phase involved the replacement of old, or installation of new interpretive panels.

4.1 Phase 1

This phase involved the examination of the postholes dug for the replacement of, or the new installation of 13 operational signs the locations of which are shown in Figure 3.

Sign 1A. Castle 'Open/Closed' sign located at SW 82266 32129.

This sign replaced an existing one which was removed by the supports being cut down to ground level and turfed over. As the replacement board was larger two new postholes 1.2m apart were dug, each measuring 0.3m x 0.2m, and excavated to a depth of 0.45m.

The excavated section from top to bottom was as follows: 0.05m of grass, roots and topsoil overlay 0.05m of grey-brown clay loam, and 0.35m of grey-brown clay with numerous shillet fragments and stone rubble which was not bottomed. No archaeological features or artefacts were recorded.

Sign 4. 'To Castle/Moat walk' direction sign located at SW 82369 32058.

This sign replaced an existing fingerpost sign. The existing sign was cut down to ground level. This exposed the remnant tube of the post still within the ground that proved to be of sufficient diameter into which to insert the post for the new sign. It thus proved unnecessary to disturb the ground and therefore no archaeological features were disturbed.

Sign 5. 'Admission times and prices' sign located at SW 82361 32036.

A new sign erected at this location to enable it to be read without exiting a car. This involved the excavation of two postholes 0.6m apart, each measuring 0.3m x 0.2m and 0.5m deep.

The excavated section from top to bottom was as follows: 0.05m of grass, roots and topsoil overlay 0.05m of grey-brown clay loam, and 0.35m of grey, yellow-brown clay with numerous shillet fragments which was not bottomed. No archaeological features or artefacts were recorded.

Sign 6. 'Coach Drop Off' sign located at SW 82311 32066.

This sign required the digging of a single posthole measuring 0.3m x 0.2m and 0.45m deep.

The excavated section from top to bottom was as follows: 0.05m of grass, roots and topsoil overlay 0.1m of grey-brown clay loam, and 0.3m of grey, yellow-brown clay with numerous shillet fragments which was not bottomed. No archaeological features or artefacts were recorded.

Sign 7. A 'Vehicles and property at risk' sign was scheduled to replace a finger post sign at SW 82295 32093.

It was decided that no post was required at this location, so the existing finger post was cut off at ground level and covered with turf. Consequently no archaeology was disturbed.

Sign 8. Replacement of an existing 'Vehicles and property at risk' sign with a new one located at SW 82343 32023.

Removal of the original revealed a posthole 0.35m x 0.25m and approximately 0.45m deep.

The excavated section from top to bottom was as follows: 0.05m of grass roots and topsoil overlay concrete rubble, stone and grey-brown clay that was not bottomed. Consequently no archaeological features were disturbed.

Sign 9a. 'Castle Direction' sign. Replacement of existing sign with a new one located at SW 82295 31982. The removal of the old post exposed a posthole measuring 0.3m x 0.2m and 0.45m deep.

The excavated section from top to bottom was as follows: 0.05m of grass, roots and topsoil overlay 0.08m of grey-brown clay loam, and 0.32m of grey, yellow-brown clay with numerous shillet fragments which was not bottomed. No archaeological features or artefacts were recorded.

Sign 9b. 'Castle Direction' sign. Replacement of existing sign with a new one located at SW 82249 31983. The removal of the old post exposed a posthole measuring 0.3m x 0.2m and 0.45m deep.

The excavated section from top to bottom was as follows: 0.05m of grass, roots and topsoil overlay 0.1m of grey-brown clay loam, and 0.3m of grey-brown clay with numerous shillet fragments which was not bottomed. No archaeological features or artefacts recorded.

Sign 12. 'Speed limit, and pedestrian warning' sign located at SW 82242 31958. This involved the location of a new sign alongside road. Erected on a single post for which a posthole measuring 0.35m x 0.2m and 0.5m deep was dug.

The excavated section from top to bottom was as follows: 0.05m of grass, roots and topsoil overlay 0.1m of grey-brown clay loam, and 0.35m of grey-brown clay with numerous shillet fragments which was not bottomed. No archaeological features or artefacts were recorded.

Sign 13. 'Admission times and prices' sign located in front of the main gate at SW 82287 31872. It was decided to secure this sign in position to the wooden fence so no postholes were required.

Sign 33. 'Sheer drop' sign. Replacement of existing sign located at SW 82285 31948. Removal of the existing post resulted in a posthole measuring 0.3m x 0.3m and 0.6m deep (Figs 5, 6, 7 and 8).

The profile recorded within the posthole consisted of 0.05m of grass, roots, and humic topsoil overlying 0.1m of grey-brown clay with a few stone fragments, and 0.45m of grey-brown clay with numerous stone fragments. This latter deposit was not bottomed.

No archaeological features were recorded. The erection of the original post had been monitored previously in 2016 (Thorpe 2016).

Sign 35. The replacement of two 'Disabled parking bay' signs set approximately 4m apart centred at SW 82323 31928. Each posthole measured 0.3m x 0.2m and 0.45m deep.

The recorded soil profile within each posthole consisted of 0.05m of grass, roots and topsoil that overlay 0.1m of grey-brown clay loam, and 0.3m of dark orange-grey, yellow-brown clay with numerous shillet fragments, which was not bottomed. No archaeological features were recorded.

Sign 52. The replacement of an existing 'No entry' sign with a new one located at SW 82475 31777. This required only a single posthole measuring roughly 0.4m x 0.4m and 0.45m deep.

The recorded soil profile consisted of 0.05m of grass, roots and topsoil that overlay 0.1m of grey-brown clay loam, and 0.3m of dark orange-grey, yellow-brown clay with numerous shillet fragments, which was not bottomed. No archaeological features were recorded.

4.2 Phase 2

This phase involved the archaeological examination of postholes dug to accommodate interpretative panels around the castle. The recorded profiles were very similar to one another.

Panel 1. A large table top, castle orientation board located at SW 82358 31889.

This was a large table-like board approximately 2.5m x 1.5m supported on 5 legs each of which required a posthole. These holes were 0.4m in diameter and varied in depth between 0.3m and 0.5m, the deepest ones being to the south east to allow for the slope in the ground, ensuring that the table top was horizontal.

The excavated section from top to bottom was as follows: 0.05m of grass, roots and topsoil, overlying 0.1m of grey-brown clay loam, then varying depths of light grey-brown clay with large blocks of cement rubble. This concrete may possibly have been derived from the floors or foundations (Fig 4) of possible buildings (World War Two) which appear to be visible as cropmarks on the 2005 aerial photograph. The natural was not reached and no archaeological features or finds were recorded.

Panel 2. 'Interpretive board describing the Hornworks' located at SW 182303 31992.

Two postholes were dug to support this panel, each measuring 0.4m x 0.2m and 0.3m deep. The soil profile recorded consisted of 0.05m of grass, roots and topsoil that overlay 0.15m of grey-brown clay loam, and 0.1m of light grey-brown clay with sandy stony rubble which was not bottomed. No archaeology was recorded.

Panel 3. 'Interpretive board describing the function of the Battery Observation Post' located at SW 82457 31742.

Four postholes were dug to support this panel; each had a diameter of 0.2m and was 0.3m deep.

The recorded soil profile consisted of 0.05m of grass, roots and topsoil that overlay 0.05m of grey-brown clay loam, and 0.2m of grey-brown clay with stone rubble, which was not bottomed. No archaeological features or finds were recorded.

Panel 4. 'Interpretive board describing the function of the Half Moon Battery' located at SW 82493 31705.

Four postholes were dug to support this panel; each had a diameter of 0.2m and was 0.2m deep. The postholes were cut directly into the underlying bedrock, consequently no archaeological features or finds were recorded.

Panel 5. 'Interpretive board describing the defences on the shoreline around Little Dennis Blockhouse' located at SW 82659 31576 (Figs 9, 10 and 11).

Two postholes were dug to support this panel; each had a diameter of 0.2m and was 0.5m deep.

The recorded soil profile consisted of 0.05m of grass, roots and topsoil that overlay 0.15m of grey-brown clay loam, and 0.2m of yellow, grey-brown clay with stone fragments, and 0.1m of fragmented slate shillet bedrock, which was not bottomed. No archaeological features or finds were recorded.

5 Conclusions/discussion

A total of 18 different locations were examined in the course of this project. No archaeological features were recorded, and no artefacts recovered. The archaeological watching brief was able to demonstrate that none of the work undertaken during the course of this project had any impact on buried archaeology within the enceinte, or elsewhere around the castle.

6 References

6.1 Primary sources

Ordnance Survey, 1880. 25 Inch Map First Edition (licensed digital copy at CAU)

Ordnance Survey, 1907. 25 Inch Map Second Edition (licensed digital copy at CAU)

Ordnance Survey, MasterMap Topography

Tithe Map and Apportionment, 1840. Parish of Falmouth (licensed digital copy at CRO)

6.2 Publications

Linzey, R, 2000. *Fortress Falmouth: A conservation plan for the historic defences of Falmouth Haven* (2 Vols), English Heritage.

Thorpe, C, 2016. *Pendennis Castle Sign, Cornwall. May 2016. Archaeological Watching Brief*. CAU Archive report 2016R036.

6.3 Websites

<http://www.heritagegateway.org.uk/gateway/> Online database of Sites and Monuments Records, and Listed Buildings

7 Project archive

The CAU project number is **146783**

The project's documentary, digital, photographic and drawn archive is maintained by Cornwall Archaeological Unit. The contents of this archive are as listed below:

1. A project and information file containing site records and notes, project correspondence and administration (file no 146783).
2. Field plans and copies of historic maps stored in an A2-size plastic envelope (GRE 909/1).
3. Electronic data is stored in the following location: \\CAU\Archive\Sites P\PENDENNIS CASTLE\Pendennis Castle Signage WB 146783
4. Historic England /ADS OASIS online reference: cornwall2-316209

No artefacts were recovered in the course of this project.

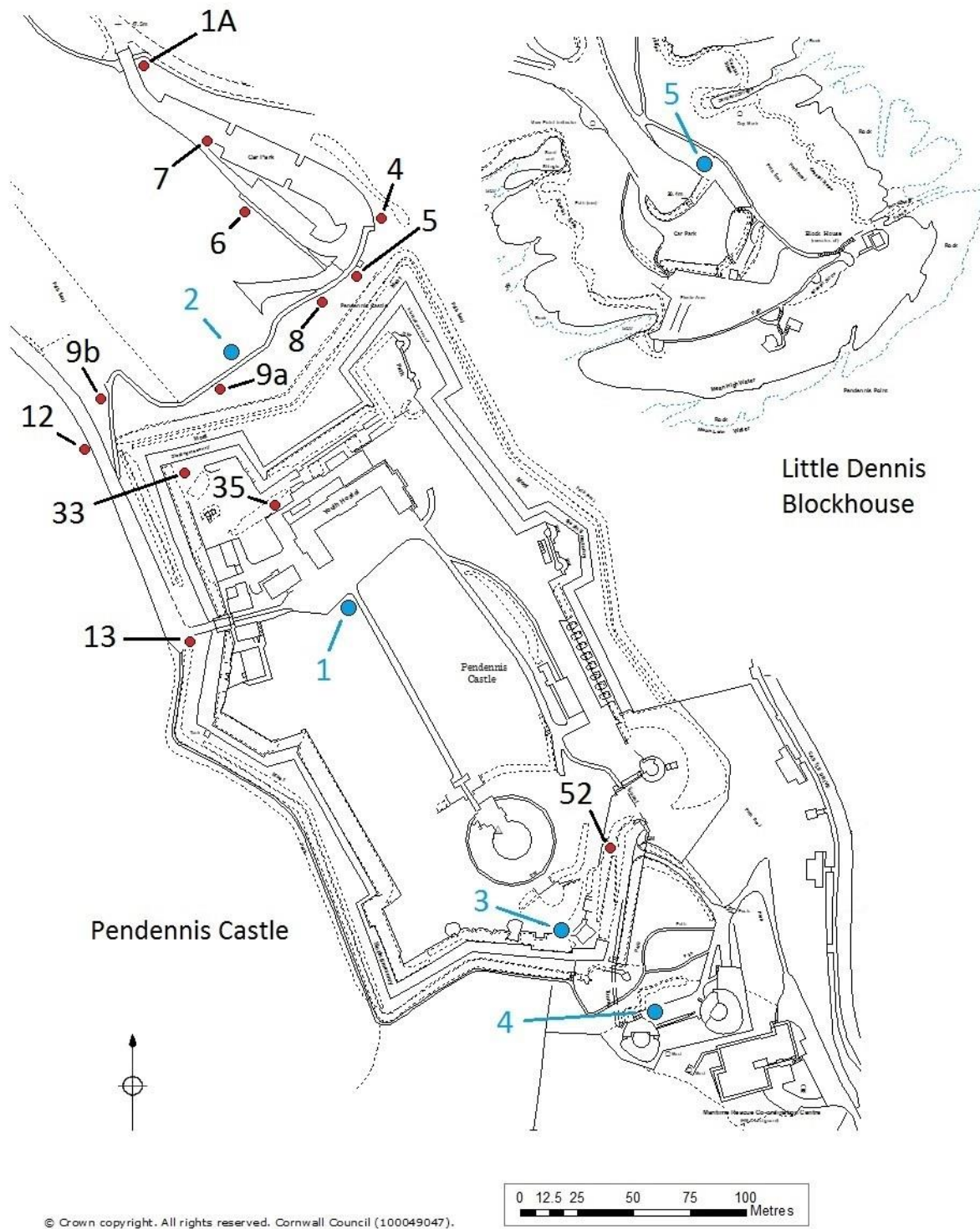


Figure 3. Site plan showing the location of panels that involved ground disturbance. Operational signage (red dots), and interpretive panels (blue dots).

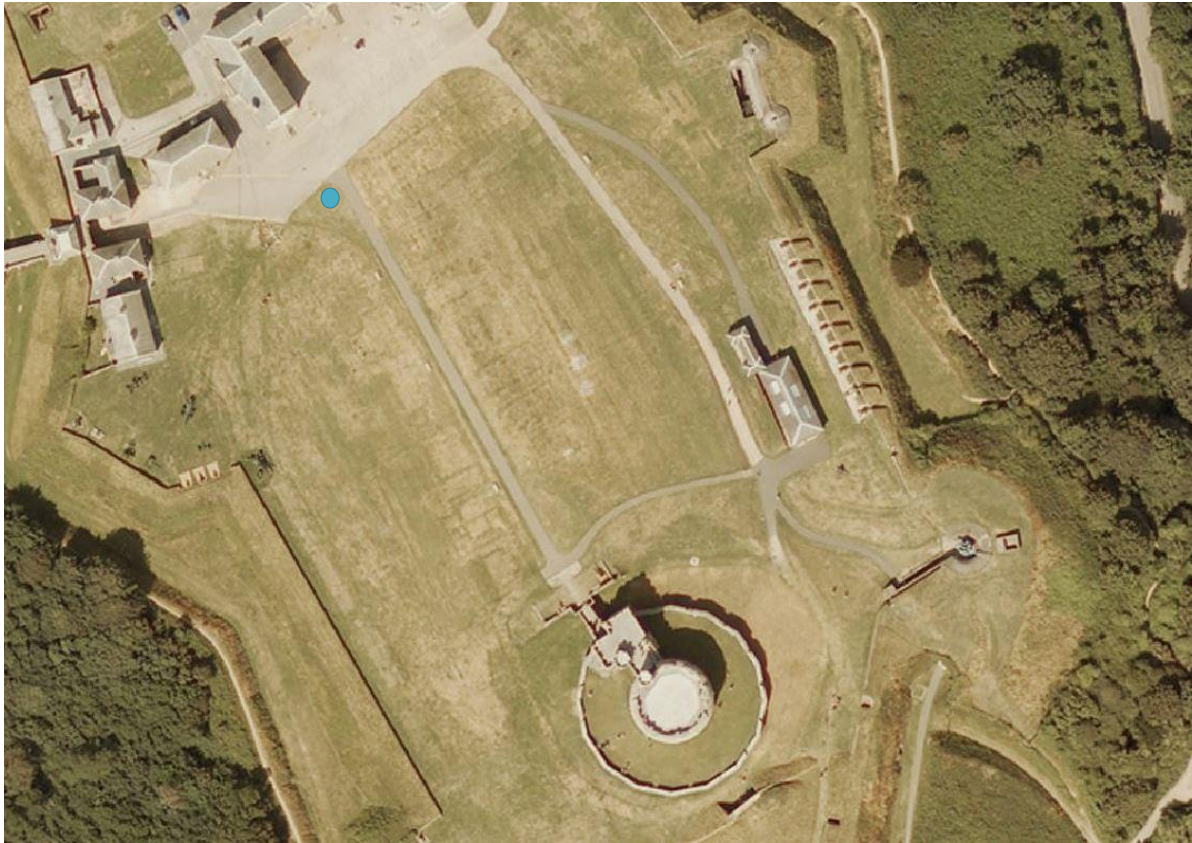


Figure 4. Aerial view of Pendennis Castle taken in 2005 showing possible cropmarks of buildings within the castle enceinte. Blue dot marks location of Panel 1 (Cornwall Council Licence 2018. Imagery copyright Getmapping PLC).



Figure 5. Sign 33, the old sign (in situ) and the new replacement (lying beside it).



Figure 6. Sign 33, removing the old sign.



Figure 7. Sign 33, posthole after removal of old sign.



Figure 8. Sign 33, new sign in place.



Figure 9. Panel 5, the old sign that was being replaced.



Figure 10. Panel 5, the postholes dug for the new panel.



Figure 11. Panel 5, the new panel in position.

Appendix 1: Written Scheme of Investigation

PENDENNIS PENINSULA FORTIFICATIONS

Scheduled Monument No: SM 10552, HA 1012134

Pendennis Castle: Signage Installation Watching Brief

Written Scheme of Investigation for archaeological recording

Client: English Heritage

Project background

Lauryn Etheridge, Interpretation Manager, English Heritage, has commissioned Cornwall Archaeological Unit, Cornwall Council (CAU) to carry out a watching brief during the excavation of postholes for new signage at Pendennis Castle, Cornwall (NGR SW 82350 31930). Pendennis Castle is part of Scheduled Monument No: SM 10552, HA 1012134: Pendennis Peninsula Fortifications. This document sets out a Written Scheme of Investigation (WSI) by CAU for the archaeological watching brief in order to satisfy the following condition of Scheduled Monument Consent dated 14 March 2018.

- (e) No ground works shall take place until the applicant has confirmed in writing the commissioning of a programme of archaeological work before and during the development in accordance with a written scheme of investigation which has been submitted to and approved by the Secretary of State advised by Historic England.
- (l) Any ground disturbance to which this consent relates shall be carried out under the archaeological supervision of [to be confirmed at a later date] who shall be given at least [4] weeks' notice (or such shorter period as may be agreed) in writing of the commencement of work. No works shall commence until [to be confirmed at a later date] has confirmed in writing to Historic England that they are willing and able to undertake the agreed supervision.
- (n) A report on the archaeological recording shall be sent to the County Sites and Monuments Record/ Historic Environment Record and to N Russell at Historic England within 3 months of the completion of the works (or such other period as may be mutually agreed).
- (o) The contractor shall complete and submit an entry on OASIS (On-line Access to the Index of Archaeological Investigations - <http://oasis.ac.uk/england/>) prior to project completion, and shall deposit any digital project report with the Archaeology Data Service, via the OASIS form, upon completion.

THE NATIONAL MONUMENTS RECORD
 PENDENNIS CASTLE, FALMOUTH, CORNWALL
 Archaeological Watching Brief
 September 2009
 PC/02/09
 Scale: 1:500 (A3)

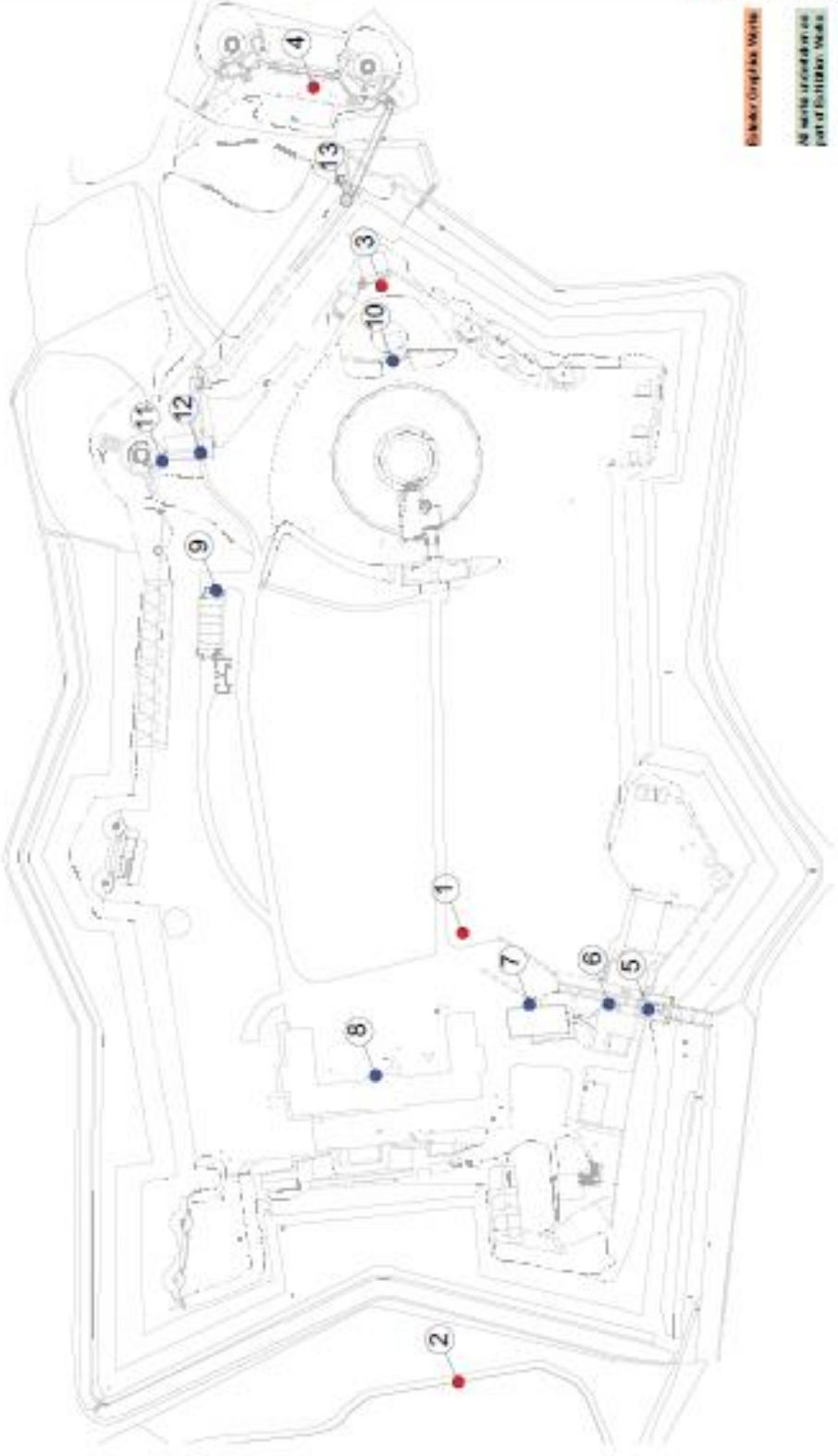
TENDER IS SALE

Project: Pendennis Castle
 PC/02/09
 September 2009
 PC/02/09
 Scale: 1:500 (A3)

Pendennis Castle New exterior Interpretation graphics

1. Colonnade panel - Graphic type 5
2. Harbour Cannon - Graphic type 3b
3. BCP - Graphic type 3b
4. HRP - Graphic type 3b
5. Cannon wall - new replacement - graphic type 1
6. Cannon wall - new replacement - graphic type 1
7. Cannon wall - new replacement - graphic type 1
8. Cannon wall - new replacement - graphic type 1
9. Cannon wall - new replacement - graphic type 1
10. Cannon wall - new replacement - graphic type 1
11. Cannon wall - new replacement - graphic type 1
12. Cannon wall - new replacement - graphic type 1
13. Cannon wall - new replacement - graphic type 1

All available signage to be moved off new flag
 poles to be into outer park, all existing to be
 good if not seen - being replaced by:



Scale: 1:500 (A3)

All works undertaken as part of the Historic Works

Fig 1 Interpretation signage locations, those requiring a watching brief marked with red dots.

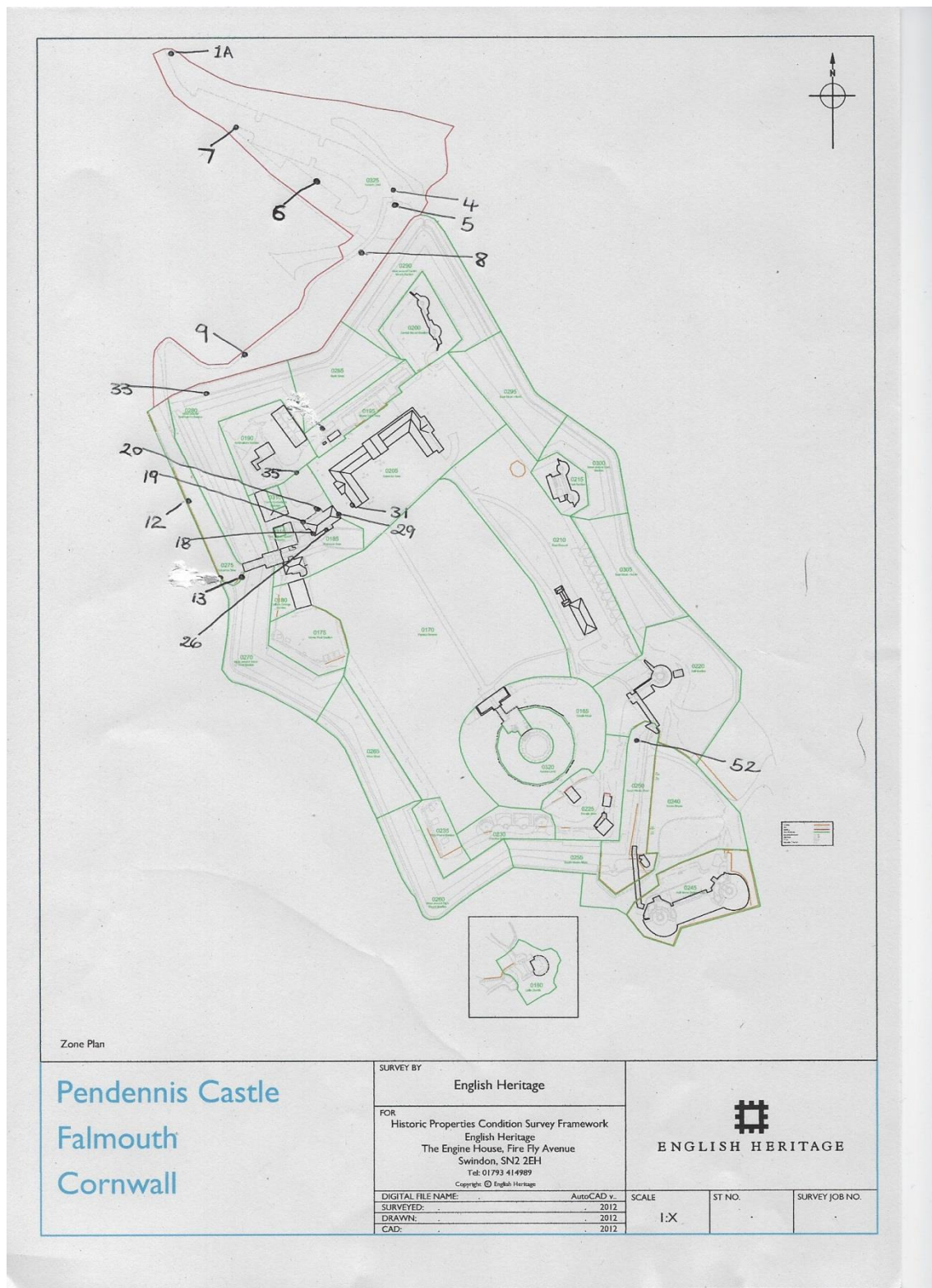


Fig 2 Location of operational signage.

Site history

Pendennis Castle

Pendennis Castle (NGR SW 824 318) and its twin, St Mawes Castle, were built between 1539 and 1543 as part of Henry VIII's national defence policy. The castles were utilitarian artillery towers reinforced by the waterline blockhouses at Little Dennis and St Mawes, their purpose was to protect the mile-wide inlet of Carrick Roads.

Between 1597 and 1599, following a review of the defences by Sir Walter Raleigh during the hostilities with Spain, the Henrician keep was strengthened by the addition of the Italianate bastioned enceinte designed by the military engineer Paul Ivey.

The defences and armaments at Pendennis were periodically upgraded in time of war. By the time of World War 1 the main long range defences of Pendennis were at Half Moon Battery, first constructed c1793, situated south of the Castle, facing seawards and working in tandem with the long-range battery at St Anthony Head.

In 1956 coastal defence was abandoned and the Castle given to the Ministry of Public Buildings and Works (now English Heritage). Pendennis Castle is part of Scheduled Monument No: SM 10552, HA 1012134: Pendennis Peninsula Fortifications.

Project scope

Operational and interpretive signs will be at the Castle installed over 2 weeks in March 2018. The interpretation install has five locations requiring a watching brief, four within the Castle and one at Little Dennis Blockhouse. The locations within the Castle are marked by the red dots on Figure 1. The operational install has 12 locations requiring a watching brief out of the 18 shown on Figure 2.

Aims and objectives

The site specific aims and objectives are:

- To identify and record the presence/absence of archaeological remains.
- To determine the extent, condition, nature, character, date and significance of any archaeological remains encountered.
- To establish the nature of activity on the site.
- To identify any artefacts relating to the occupation of the castle.
- To provide further information on the archaeological history of the castle.

Working methods

All recording work will be undertaken according to the Chartered Institute for Archaeologists (CIfA) guidance (CIfA 2014a, 2017). Staff will follow the CIfA *Code of Conduct* (2014). 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. This will comprise a brief consultation of published sources, in particular the Fortress Falmouth Conservation Plan (Linzey 2000).

Watching brief

Any ground disturbance will be carried out by the contractor using hand-tools under the archaeological supervision of CAU.

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 Landline

(electronic) map; all drawings will include standard information: site details, personnel, date, scale, north-point.

- 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. Any historic graffiti revealed will be drawn at 1:1 and decorative schemes will be drawn at a suitable scale.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence.
- Photography: monochrome photography will be used as the main record medium, with colour digital images used more selectively and for illustrative purposes. This will include both general and site specific photographs. Photographs should have a scale and detailed ones should include a north arrow.
- 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 will be sampled for environmental evidence and dating material. In the event that significant organic remains are encountered, advice may be needed from the South West Regional Advisor for Archaeological Science.
- It is unlikely that any human remains will be encountered. If any are, they will initially be left *in situ* and reported to English Heritage and the appropriate authorities. If removal is necessary this will comply with the relevant Government regulations. If burials are encountered their legal status will be ascertained and recording and/or removal will comply with the legal guidelines.

Creation of site archive

To include:

- Digital colour photographs (stored according to Historic Environment Record (HER) guidelines and copies of images made available to English Heritage).
- A detailed site/building description.
- Preparation of finished drawings.
- Completion of the Historic England/ADS OASIS online archive index and deposition of a digital project report with the Archaeology Data Service, via the OASIS form.

Archive report

A written report will include:

- Summary
- Project background
- Aims and objectives
- Methodology
- Location and setting
- Designations
- Site history
- Archaeological results
- Discussion
- References
- Project archive index
- Colour digital images taken as part of the site archive will be either converted from colour to black and white negative film and added to the site archive, or deposited with the Archaeological Data Service (ADS).

- Supporting illustrations: location map, historic maps, plans, elevations/sections, photographs

A paper copy and a digital (PDF) copy of the report will be sent to the Cornwall & Scilly HER and to Nick Russell at Historic England. Paper copies of the report will also be distributed 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. 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 watching brief will be carried out on 20th, 21st and 27th March 2018.

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 Inspector of Ancient Monuments, Historic England (IAM). Where the IAM is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected.

1. The IAM will monitor the work and should be kept regularly informed of progress.
2. Notification of the start of work shall be given preferably in writing to the IAM at least one week in advance of its commencement.
3. Any variations to the WSI will be agreed with the IAM, 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 IAM 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

CIfA, 2014. *Code of Conduct*, CIfA, Reading

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CIfA, 2017. *Standard and guidance for historic environment desk-based assessment*, CIfA, Reading

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