

# **Little Brook, Shutta Road, East Looe, Cornwall**

## **Historic Building Record**



**Historic Environment Projects**



Report No

2010R152

Report Name

Little Brook, Shutta Road, East Looe,  
Cornwall, historic building record

Report Author

Jo Sturgess

Event Type

Historic building  
record

Client Organisation

Bartram Deakin Associates

Client Contact

Peter Bartram

Monuments (MonUID)

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Fieldwork dates (From) (To)

8/12/10

(Created By)

Jo Sturgess

(Create Date)

9/12/10

Location (postal address; or general location and parish)

Little Brook, Shutta Road, East Looe, Cornwall

(Town – for urban sites)

Looe

(Postcode)

(Easting) X co-ord

SX 25479

(Northing) Y co-ord

53977

### List of Figures

Fig 1: Site location

Fig 2: Modern OS landline map

Fig 3: Tithe map of c1840

Fig 4: First Edition OS map of c1880

Fig 5: Second Edition OS map of c1907

Fig 6: Exterior north elevation

Fig 7: Exterior east elevation

Fig 8: Exterior east elevation (first floor level)

Fig 9: Exterior west elevation

Fig 10: Rear boundary elevation

Fig 11: Ground floor interior of north wall

Fig 12: Ground floor interior of east wall

Fig 13: Ground floor interior of south wall

Fig 14: Ground floor interior of west wall

- Fig 15: First floor interior of east wall
- Fig 16: First floor interior of south wall
- Fig 17: First floor interior of west wall
- Fig 18: First floor interior of north wall
- Fig 19: Roof structure looking south
- Fig 20: Existing ground floor plan (not to scale)
- Fig 21: First floor plan prior to demolition (not to scale)
- Fig 22: Existing elevations (not to scale)



Historic Environment, Cornwall Council is a Registered Organisation with the Institute for Archaeologists

## Summary

The building known as Little Brook, in Shutta Road, East Looe (located at NGR SX 25476 53980) was first recorded on the OS 25 inch scale map of c1907 and post-dates a group of smaller buildings shown along the road frontage on the OS 25 inch scale map of c1880. It appears to have been originally constructed to accommodate an industrial or commercial unit on the ground floor with a dwelling on the first floor.

## Project background

Planning consent was granted for demolition of the present building (ref E2/08/02132/CON) and redevelopment of the site for residential use (ref E2/08/02131/FUL) in 2008. This consent was subject to various conditions, of which Condition 11 says:

The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason: The works are located in an area of archaeological significance where the recording of archaeological remains should be carried out prior to works taking place in accordance with Saved Policy EV1 of the Caradon Local Plan 1999.

A brief outlining the required recording works was prepared by Phil Copleston, Historic Environment Planning Advice Officer (HEPAO), on behalf of the County Archaeologist. This brief stated:

*Industrial and vernacular remains are becoming increasingly rare and are worthy of recording prior to development. ...*

*The present proposals will culminate in the potential destruction of material remains of Little Brook. It is therefore important that this building is recorded to an appropriate level and that the results are made available to interested parties. In this particular instance an archive standard photographic record will be made together with a brief report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details.*

Historic Environment Projects was subsequently contacted by the owner's and an estimate of costs was prepared and agreed. A Written Scheme of Investigation (WSI) produced by Nigel Thomas of HE Projects which was subsequently agreed and the historic building record was then undertaken. This report sets out the results.

## Aims and objectives

The principal aim of the study was to gain a better understanding of the building. The objectives were to obtain an archaeological record of the site prior to alterations.

## Working methods

Fieldwork was undertaken to be equivalent to a English Heritage Level 2 survey (see English Heritage 2006). It comprised a walk-over, photographic survey and the production of a brief building description through annotations to existing plans and elevations.

A brief review of historic maps and other source material was carried out before the site visit.

## Building description

Little Brook is a two-storey building with a hipped roof. It is rectangular in plan measuring approximately 14m long by 6m wide and is aligned NNW-SSE (for the

purpose of this report the alignment has been simplified to N-S). The north and south end walls are constructed from slate rubble bonded with lime mortar as are the east and west side walls on the ground floor only. The first floor east and west walls are both built of timber studwork; the east retains its original exterior finish (laths rendered with lime mortar and painted white) whilst the west wall now has a modern covering of asbestos tiles. The roof structure is original and it has a slate covering (original but re-laid).

The building was constructed sometime between 1880 and 1907 (see Figs 4 and 5). It entirely replaced the structures shown here on the c1880 OS map. It was designed originally for industrial/commercial use on the ground floor, accessed via a large double door fronting the road, and for domestic use on the first floor accessed via a single door fronting the road leading directly to a staircase separated from the rest of the ground floor by a partition wall. In recent years the ground floor of the building has been used as a sale room.

### **North wall (fronting Shutta Road, Figs 6, 11, 18)**

This wall is constructed from slate rubble bonded with lime mortar and has brick jambs either side of the wide centrally set ground floor door opening. The exterior face is rendered and painted white. All the openings are original. The timber doors and 12-pane sash window are also original. The window to the west is a modern replacement. On the first floor there is a chimney breast with a blocked fireplace. A chimney stack from a first floor fireplace has been removed and slated over.

### **East wall (Figs 7, 8, 12, 15)**

The east wall is constructed from slate rubble bonded with lime mortar on the ground floor, with rendered and painted laths attached studwork on the first floor. The internal face of laths and plaster had been removed by the time of the site visit. This wall is terraced into the slope from the level of the ground floor window sills. All the window openings appear to be original. The windows on the first floor are also original and include two 12-pane sash windows, a 24-pane sash window with stained glass at the top of the stairs, and three smaller original windows. The two windows on the ground floor are modern replacements.

### **South wall (Figs 13, 16)**

As the ground rises steeply to the south, the south wall of the building is a retaining wall on the ground floor up to first floor level. This part of the wall is an earlier boundary wall which has been built up at first floor level. The external first floor elevation was not accessible at the time of the survey. The whole wall is constructed from slate rubble bonded with lime mortar. Viewed from the interior, on the ground floor a flue pipe has been inserted and on the first floor there is a chimney breast and two fireplaces (one blocked). The former brick chimney stack above has been removed and slated over.

### **West wall (Figs 9, 14, 17)**

The west wall is constructed from slate rubble bonded with lime mortar on the ground floor with brick pillars between the wide window openings. The first floor wall is timber studwork whose original external rendered laths have been removed and replaced with asbestos tiles. The internal face of laths and plaster had been removed by the time of the site visit. All the openings are original and the first floor has four 4-pane sash windows. The ground floor windows are all modern replacements although the slate sills are original. On the first floor at the centre of the elevation two later inserted fireplaces have been removed.

### **Interior Ground floor (Figs 11, 12, 13, 14)**

The floor itself is modern concrete and the ceiling is modern timber boarding. In the north-east corner there is a stone-built plinth supporting the base of the original staircase. The stairs were originally separated from the rest of the ground floor by a timber planked partition wall (now removed). There is evidence for another removed

partition wall aligned east-west which formerly divided the ground floor into two rooms of similar proportions. This was constructed from timber tongue and groove boarding. The original use of the ground floor is unclear although its function was clearly either commercial or industrial.

### **Interior First floor (Figs 15, 16, 17, 18, 21)**

At the time of the survey all partition walls and the ceiling on the first floor had been removed along with many of the original floorboards. It seems likely that many of partition walls and the ceiling were an original part of the domestic accommodation on this floor. The two former fireplaces in the southern wall indicate that there were two separate rooms at this end of the building. Fig 21 shows the layout of the first floor prior to demolition.

### **Roof (Figs 8, 19)**

The roof structure comprises bolted timber king post trusses and has an original (but re-laid) nailed slate covering. The ridge tiles are original crested tiles.

### **Exterior yard (Fig 10)**

The yard is located on the western side of the building. At the time of the survey all the former small buildings here (shown on modern OS mapping) had been demolished. The rear boundary retaining wall comprised slate rubble bonded with lime mortar with vertically set coping stones. In the north-west corner of the yard are the remains of retaining walls associated with a small building constructed from slate rubble bonded with lime mortar.

## **References**

Ordnance Survey, c1880. *25 Inch Map* First Edition (licensed digital copy at HE)  
Ordnance Survey, c1907. *25 Inch Map* Second Edition (licensed digital copy at HE)  
Ordnance Survey, 2007. *Mastermap Digital Mapping*  
Tithe Map and Apportionment, c1840. *Parish of Illogan* (microfiche copy at HE)

## **Project archive**

The HE project number is **2010118**

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

1. A project file containing site records and notes, project correspondence and administration.
2. Black and white photographs archived under the following index numbers: GBP 2167
3. Digital photographs stored in the directory ..\Images\Sites E-H\East Looe, Little Brook, Shutta Road 2010118
4. English Heritage/ADS OASIS online reference: cornwall2-89520

This report text is held in digital form as: ...\\HE Projects\Sites E\East Looe, Little Brook, Shutta Road 2010118\Little Brook, Shutta Road, East Looe report 2010118



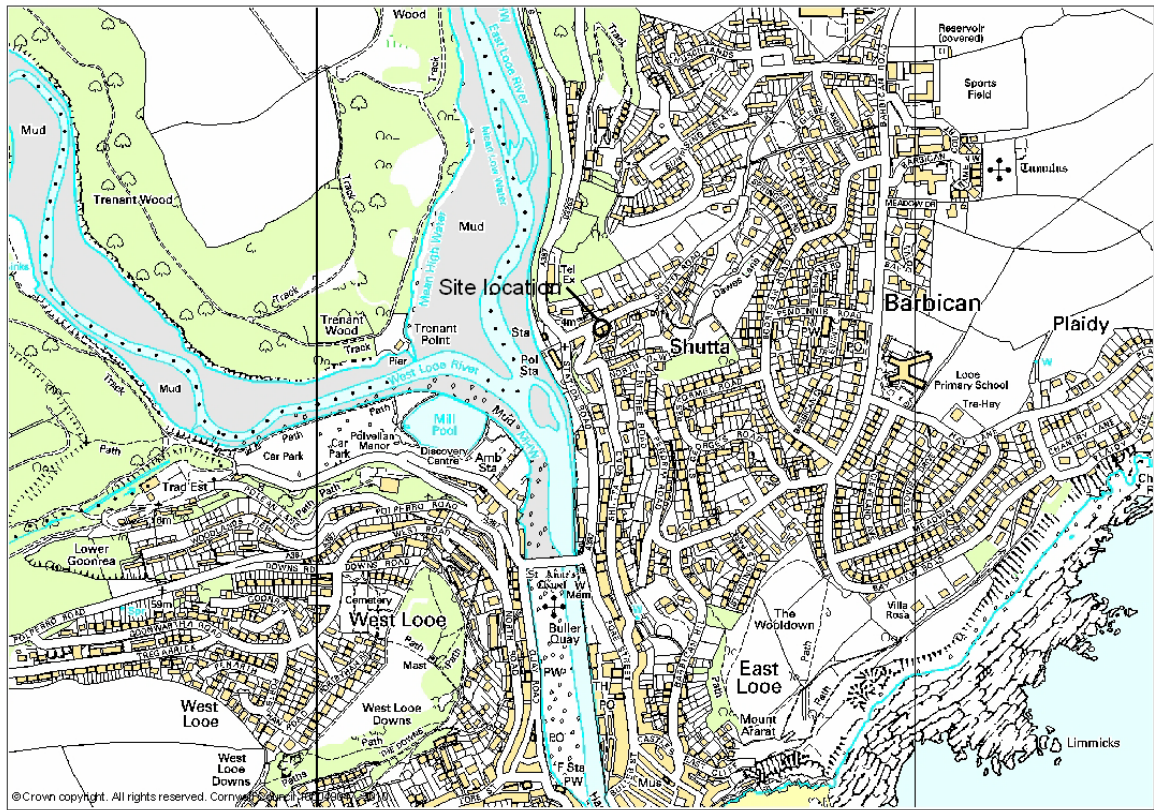


Fig 1: Site location

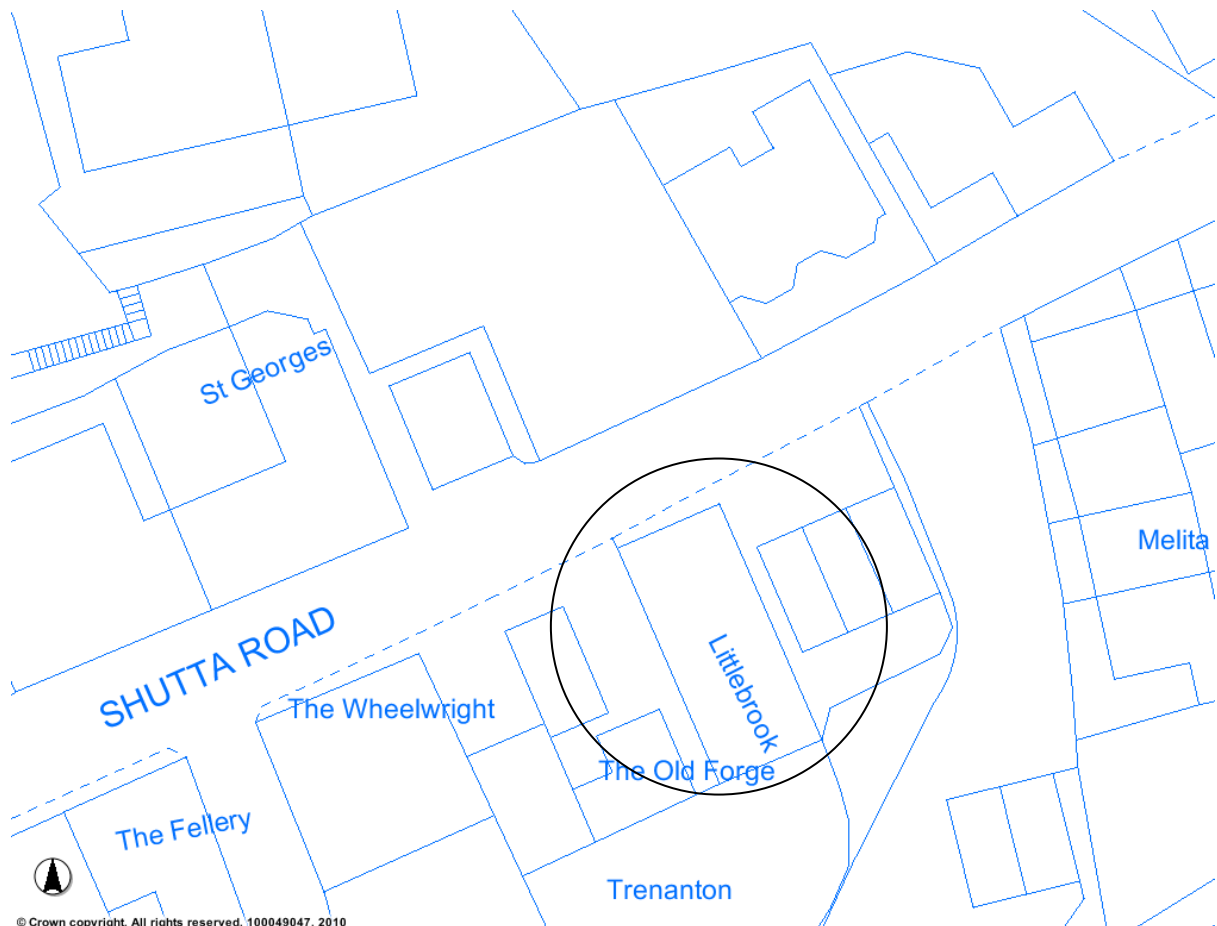
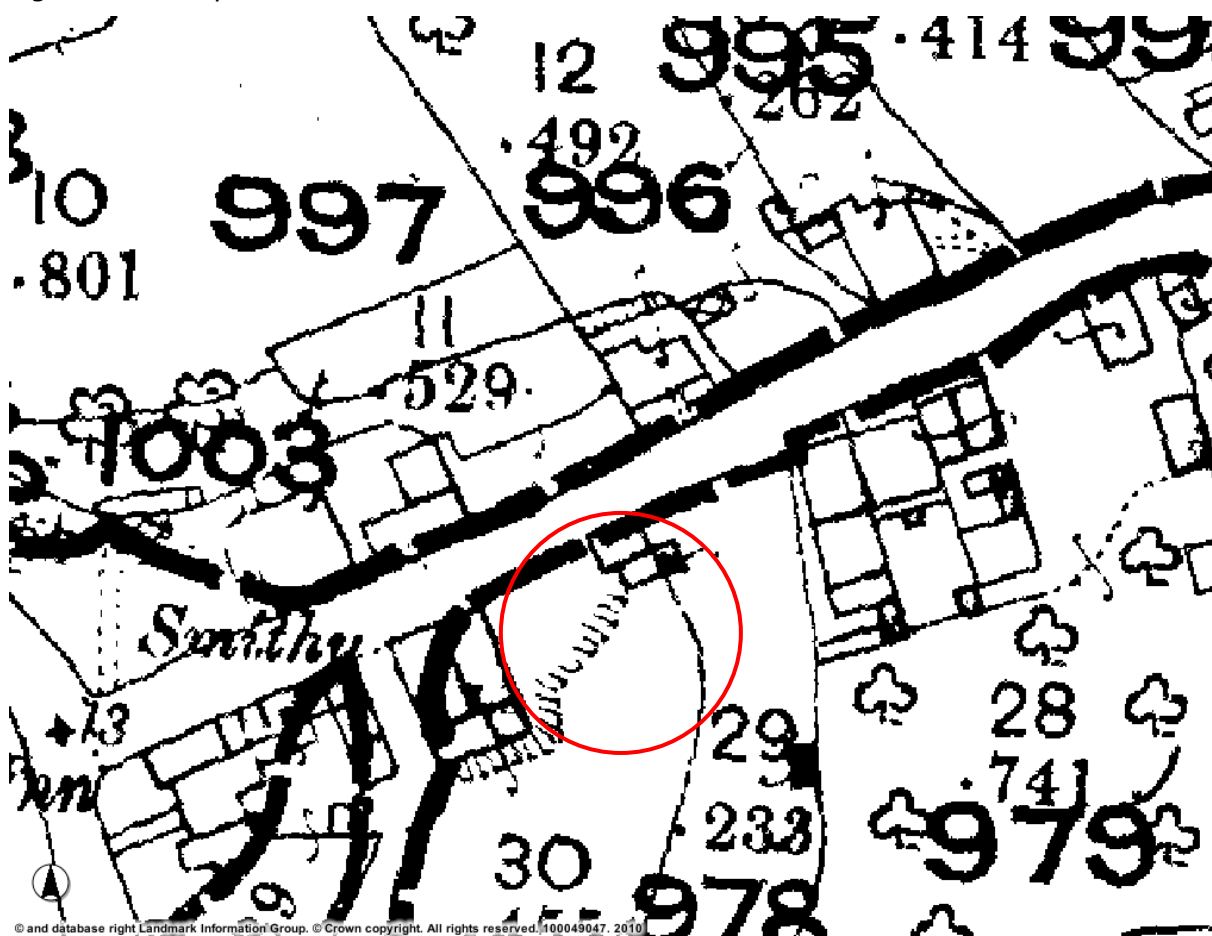


Fig 2: Modern OS landline map





*Fig 3: Tithe map of c1840*



*Fig 4: First Edition OS map of c1880*

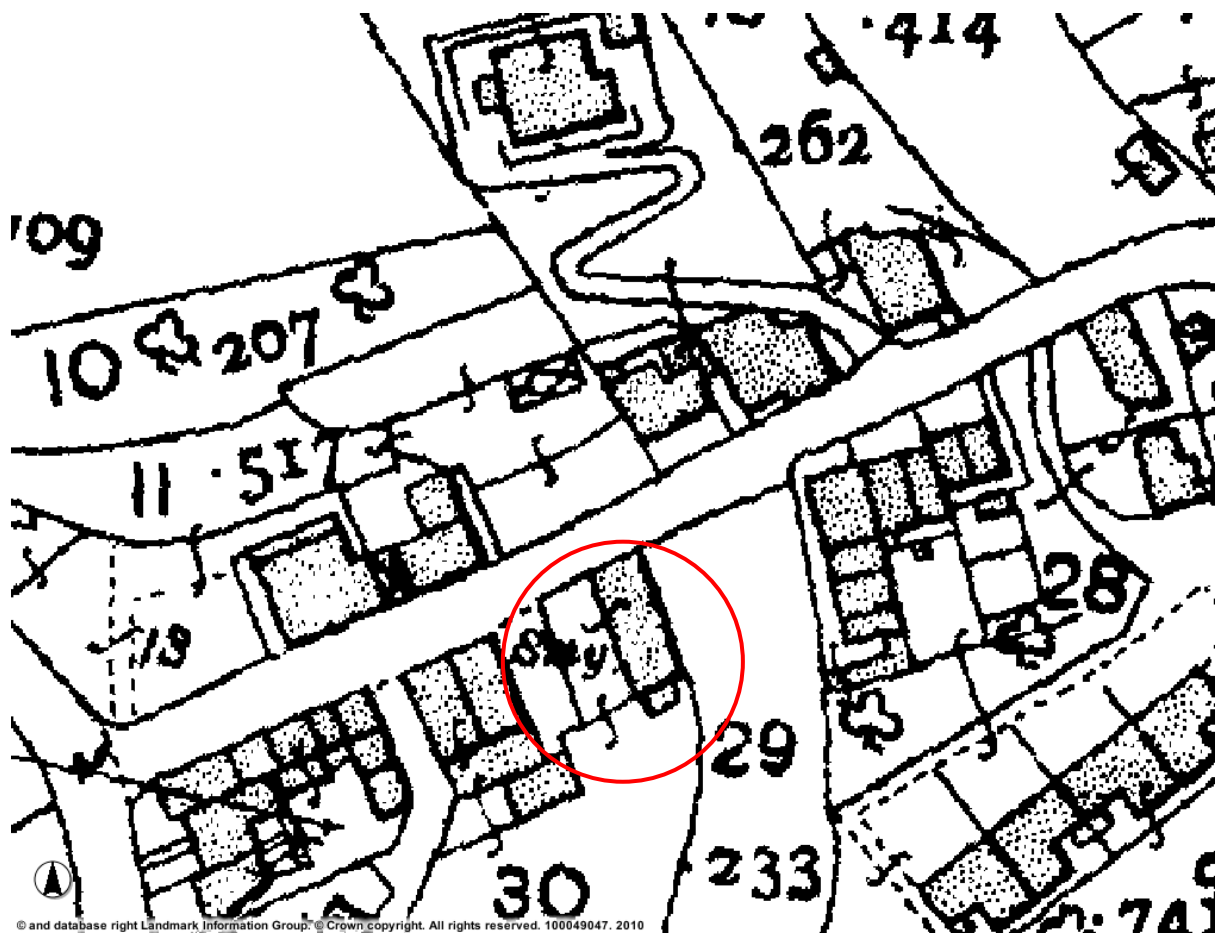


Fig 5: Second Edition OS map of c1907



Fig 6: Exterior north elevation





*Fig 7: Exterior east elevation*



*Fig 8: Exterior east elevation (first floor level)*





*Fig 9: Exterior west elevation*



*Fig 10: Rear boundary elevation*





*Fig 11: Ground floor interior of north wall*



*Fig 12: Ground floor interior of east wall*





*Fig 13: Ground floor interior of south wall*

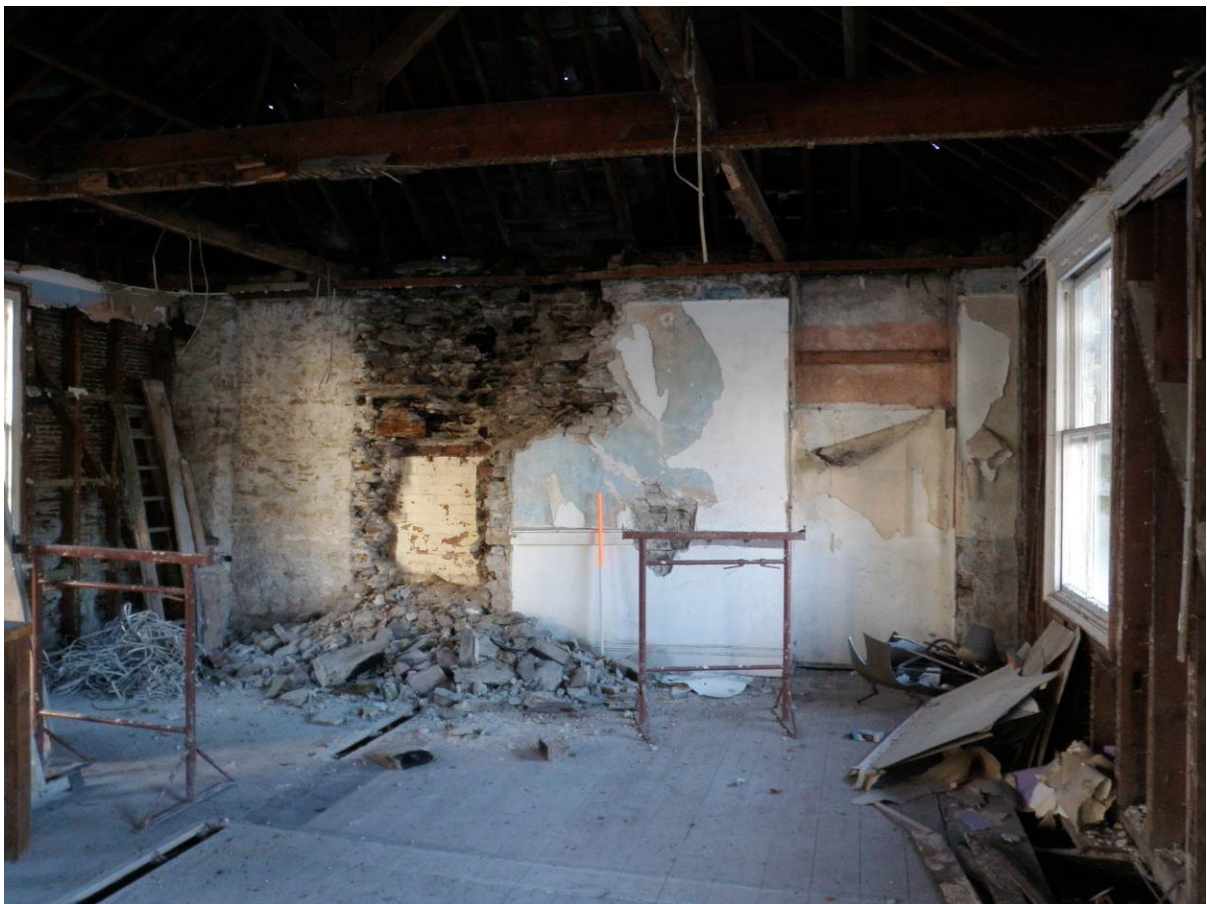


*Fig 14: Ground floor interior of west wall*





*Fig 15: First floor interior of east wall*



*Fig 16: First floor interior of south wall*





*Fig 17: First floor interior of west wall*



*Fig 18: First floor interior of north wall*



*Fig 19: Roof structure looking south*

Fig 20: Existing ground floor plan (not to scale)

*Fig 21: First floor plan prior to demolition (not to scale)*

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*Fig 22: Existing elevations (not to scale)*

# Appendix 1: Brief

## Cornwall Council – Historic Environment Service

### BRIEF FOR HISTORIC BUILDING PHOTOGRAPHIC RECORDING

**Date:** 23 November 2010

**Address:** Little Brook, Shutta Road, East Looe, Cornwall, PL13 1LT

**Applicant:** Mr, Mrs & Miss M Hicks, Carlean Farm, Widegates, Looe, Cornwall, PL13 1QB

**Agent:** P C Bartram, Bartram Deakin Associates, Chartered Architects, Lisandra House, Fore Street, East Looe, Cornwall, PL13 1AD Tel. 01503 262571  
Email: [bdarch@btconnect.com](mailto:bdarch@btconnect.com)

**Historic Environment Planning Advice Officer:** Phil Copleston, Historic Environment Service, Cornwall Council, Room 82, Luxstowe House, Liskeard, Cornwall, PL14 3DZ Tel. 01579 341406, Email: [pcopleston@cornwall.gov.uk](mailto:pcopleston@cornwall.gov.uk)

**Local Planning Authority Officer:** Lyndon Westlake, Planning & Regeneration, Cornwall Council, Luxstowe House, Liskeard, Cornwall, PL14 3DZ

This brief is only valid for six months. After this period the Historic Environment Planning Advice Officer (HEPAO) should be contacted. Any written scheme of investigation (WSI) resulting from this brief shall only be considered for the same period. The contractor is strongly advised to visit the site before completing their WSI as there may be implications for accurately costing the project.

#### Contractors Written Scheme of Investigation (WSI)

No ground works are to be undertaken until the HEPAO and the Local Planning Authority (LPA) have approved the archaeological contractor's WSI.

## 1 Introduction

This brief has been written by the HEPAO and sets out the minimum requirements for archaeological recording at Little Brook, Shutta Road, East Looe to discharge condition 11 of planning application E2/08/02131/FUL. The structures are recorded on the Ordnance Survey Map of 1907. Industrial and vernacular remains are becoming increasingly rare and are worthy of recording prior to development.

## 2 Site Location and Description

The building is located on the south side of Shutta Road, East Looe at Ordnance Survey grid reference SX 25476 53980.

## 3 Planning Background

Planning application E2/08/02131/FUL was submitted on 28 Nov 2008 and was for the construction of semi-detached dwellings and associated parking area and utility outbuildings, and alterations of existing vehicular/pedestrian access to the highway. This application has been approved subject to eleven conditions. Condition 11 states:



The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason: The works are located in an area of archaeological significance where the recording of archaeological remains should be carried out prior to works taking place in accordance with Saved Policy EV1 of the Caradon Local Plan 1999.

#### **4 Requirement for Work**

The present proposals will culminate in the potential destruction of material remains of Little Brook. It is therefore important that this building is recorded to an appropriate level and that the results are made available to interested parties. In this particular instance an archive standard photographic record will be made together with a brief report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder needs to consider:

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings
- Subsequent fixtures and fittings
- Evidence of use and status
- Date/period of initial build and subsequent alterations

#### **5 General Methodology**

- 5.1 All stages of the investigation shall be supported by a written scheme of investigation (WSI).
- 5.2 The archaeological contractor is expected to follow the code of the Institute for Archaeologists (IfA).
- 5.3 Details including the name, qualifications and experience of the site director and all other personnel (including specialist staff) shall be included within the WSI.
- 5.4 All of the latest Health and Safety guidelines shall be followed on site.
- 5.5 The IfA's Standards and Guidance should be used for additional guidance in the production of the WSI, the content of the report and the general execution of the project.
- 5.6 Terminology will be consistent with the English Heritage Thesaurus.

#### **6 Site Recording Methodology**

- 6.1 Prior to the commencement of on site works the Historic building contractor should familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER), the Cornwall Records Office at Truro and the Cornwall Centre at Redruth, where appropriate.



- 6.2 Details of how all buildings and structures are surveyed and recorded shall be provided. The site plan will be tied to the national grid.
- 6.3 The photographic record shall be a comprehensive record to archive standard of the existing buildings and structures, both externally and internally. The photographs will be taken with black and white 35mm or medium format film producing archive quality prints and negatives. Colour photography may be utilised for general shots and where it is appropriate for detail shots (negatives and where appropriate CD shall be included in the archive). For both general and specific photographs, a photographic scale shall be included. The photographic record shall be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

## **7 Results**

- 7.1 The full report shall be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and the historic building contractor, Cornwall Council Historic Environment Service and the Cornwall Records Office. A further digital copy shall be supplied on CD-ROM preferably in 'Adobe Acrobat' PDF format.
- 7.2 The archaeological contractor will undertake the English Heritage/ads online access to the index of archaeological investigations (OASIS).
- 7.3 This report will be held by the Cornwall and Scilly Historic Environment Record (HER) and made available for public consultation.
- 7.4 The report must contain:
- A brief history of the site.
  - A concise non-technical summary of the project results.
  - The aims and methods adopted in the course of the investigation.
  - A location map, copies of any plans/drawings and photographs with appropriate annotation.
  - A copy of the brief and approved written scheme of investigation (WSI) will be included as an appendix.

## **8 Archive Deposition**

- 8.1 An ordered and integrated site archive will be prepared in accordance with: *Management of Research Projects in the Historic Environment (MoRPHE) English Heritage 2006* upon completion of the project. The requirements for archive storage shall be agreed with the appropriate organisation.
- 8.2 The archive including a copy of the written report shall be deposited with the appropriate organisation within two months of the completion of the full report and confirmed in writing with the HEPAO.
- 8.3 Where there is only a documentary archive this will be deposited with the Cornwall Record Office as well as the Courtney Library of the Royal Institution of Cornwall.

- 8.4 A copy of the report will be supplied to the National Monuments Record (NMR) in Swindon.
- 8.5 A summary of the contents of the archive shall be supplied to the HEPAO.
- 8.6 Only on completion of 8.1 to 8.4 (inclusive) will there be a recommendation for the discharge of any archaeological recording condition.

## **9 Monitoring**

- 9.1 The HEPAO will monitor the work and should be kept regularly informed of progress.
- 9.2 Notification of the start of work shall be given preferably in writing to the HEPAO at least one week in advance of its commencement.
- 9.3 Any variations to the WSI shall be agreed with the HEPAO, preferably in writing, prior to them being carried out.
- 9.4 If significant detail is discovered, all works must cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forward.

## **Little Brook, Shutta Road, East Looe: Written Scheme of Investigation for historic building recording**

Client: Mr P Crossley  
Client contact: Peter Bartram, Bartram Deakin Associates  
Client tel: 01503 262571  
Client email: [bdarch@btconnect.com](mailto:bdarch@btconnect.com)

### **Site history**

The building known as Little Brook, in Shutta Road, East Looe (located at NGR SX 25476 53980) was first recorded on the OS 25 Inch scale map of c1907. It appears to be a former industrial structure, part of the former character of this area of East Looe.

### **Project background**

Planning consent was granted for demolition of the present building (ref E2/08/02132/CON) and redevelopment of the site for residential use (ref E2/08/02131/FUL) in 2008. This consent is subject to various conditions, of which Condition 11 says:

The works hereby approved shall not be commenced until the applicant, or their agents or successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason: The works are located in an area of archaeological significance where the recording of archaeological remains should be carried out prior to works taking place in accordance with Saved Policy EV1 of the Caradon Local Plan 1999.

A brief outlining the required recording works was prepared by Phil Copleston, Historic Environment Planning Advice Officer (HEPAO), on behalf of the County Archaeologist. This brief stated:

*Industrial and vernacular remains are becoming increasingly rare and are worthy of recording prior to development. ...*

*The present proposals will culminate in the potential destruction of material remains of Little Brook. It is therefore important that this building is recorded to an appropriate level and that the results are made available to interested parties. In this particular instance an archive standard photographic record will be made together with a brief report. This recording needs to be conducted by a building archaeologist or architectural historian that will be able to 'read' the structure and record the important details. The recorder needs to consider:*

- Site layout and organisation
- Function
- Materials, method of construction
- Fenestration
- Internal arrangements
- Original fixtures and fittings

- *Subsequent fixtures and fittings*
- *Evidence of use and status*
- *Date/period of initial build and subsequent alterations*

Historic Environment Projects was subsequently contacted by the owner's and an estimate of costs was prepared and agreed. This Written Scheme of Investigation (WSI) sets out the intended works, the methodology employed and the arrangements for project monitoring.

## Aims and objectives

The principal aim of the study is to gain a better understanding of the building. The objectives are to obtain an archaeological record of the site prior to alterations.

## Working methods

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

Fieldwork will be undertaken to be equivalent to a English Heritage Level 2 survey (see English Heritage 2006). It will comprise a walk-over, photographic survey and the production of brief building descriptions.

A brief review of historic maps and other source material will be carried out before a site visit is undertaken.

### Fieldwork: photographic recording

The principal recording medium will be a photographic survey. This will include:

1. Black and white photographs using a 35mm camera on fine grain archive quality film.
2. Supporting colour photographs taken with a digital camera (5MP or higher), to be used to illustrate the report.

The photo record will comprise:

- general views
- principal exterior and interior elevations (where accessible)
- 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.

### Fieldwork: description

Brief analysis of the building fabric will be undertaken on site (recorded as notes on vernacular building record forms).

### Creation of site archive

Will include:

- Archiving of black and white photographs to Historic Environment Record standards. All monochrome photographs will be archived using the HE photo database.
- Digital colour photographs (stored according to HER guidelines and copies of images made available to the client).
- Vernacular building records.

### **Archive report**

A brief report (written on HE's short report template) will include:

- Project background
- Aims and objectives
- Methodology
- Brief building description
- Conclusions
- References
- Project archive index
- Supporting illustrations: location map, selected photographs
- Copies of the planning brief and WSI

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 HE standards.

The archiving will comprise the following:

1. All correspondence relating to the project, the WSI, a single paper copy of the report together with an electronic copy on CD, stored in an archive standard (acid-free) documentation box
2. Archive standard negative holders and archive print holders, to be stored in the HE system until transferred to the Royal Cornwall Museum.
3. The project archive will be deposited initially at Pound and Company, Penryn and in due course (when space permits) at Cornwall Record Office.

The site will also be entered on English Heritage's online database of archaeological investigations (OASIS).

## **Timetable**

The study is anticipated to be commenced during December 2010 and completed before the end of the year.

## **Monitoring and Signing Off Condition**

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

Monitoring points during the study will include:

- Approval of the WSI

- Completion of fieldwork
- Completion of archive report and summary note
- Deposition of the archive

## Historic Environment Projects

Historic Environment Projects is the contracting arm of Historic Environment, Cornwall Council (HE). HE employs some 20 project staff with a broad range of expertise, undertaking around 80 projects each year.

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

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

## Standards

HE follows the Institute for Archaeologists' Standards and Code of Conduct and is a Registered Organisation.

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

## Terms and conditions

### Contract

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

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

### Project staff

The project will be managed by a nominated Senior Archaeologist who will:

- Discuss and agree the detailed objectives and programme of each stage of the project with the client and the field officers, including arrangements for health and safety.
- Monitor progress and results for each stage.



- Edit the project report.
- Liaise with the client regarding the budget and related issues.

Work will be carried out by HE field staff, with assistance from qualified specialists and sub-contractors where appropriate. The project team is expected to include:

*Nigel Thomas BA MIFA*

Senior Archaeologist responsible for management of projects relating to historic building recording and surveys of historic landscapes. Past work has included recording and structural analysis at Launceston and Restormel Castles, medieval chapels at Rame, Bodmin and Hall (Bodinnick), as well as landscape surveys at Lanhydrock park and Godolphin gardens. Project manager for historic building analyses at Tintagel Old Post Office, Cotehele House, St Michael's Mount summit complex and Trevice for the National Trust. Member of the IfA Buildings Group and Survey and Illustration Group.

*Joanna Sturgess BA*

Archaeologist with HE, with a wide range of experience in recording historic buildings, landscapes, excavation and post-excavation. Past historic building works have included Cutmadoc Farmhouse, Lanhydrock; City Wharf, Truro; Harvey's Foundry, Hayle; Boswednack Serpentine works, Porthmeor farm and various mining sites. Other projects include Gwithian's past excavations, Lemon Quay excavation, Goonhilly Earth Station survey, Lower Boscawell and Trevesa in West Penwith landscape surveys. Expertise includes archaeological use of CAD software and survey.

### **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 Historic Environment, Cornwall Council. Existing copyrights of external sources will be acknowledged where required.

Use of the material will be granted to the client.

### **Freedom of Information Act**

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

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

### **Health and safety statement**

HE follows the Council's *Statement of Safety Policy*. For more specific policy and guidelines HE uses the manual *Health and Safety in Field Archaeology* (2002) endorsed by the Standing Conference of Archaeological Unit Managers.

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

### **Insurance**

As part of Cornwall Council, HE is covered by Public and Employers Liability Insurance.

### **References**

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



*Nigel Thomas*

*Senior Archaeologist*

*1<sup>st</sup> December 2010*

*Historic Environment Projects*

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