

# OLD COASTGUARD LOOKOUT, NEW ROAD, PORT ISAAC, CORNWALL

(NGR SW 99764 81040)

Results of historic building recording

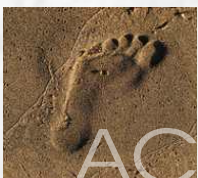
Cornwall Council Planning Reference PA19/02445,  
condition 3

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Prepared by:  
Stella De-Villiers MA ACIfA

Document No: ACD2207/2/0

Date: August 2020



archaeology

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# OLD COASTGUARD LOOKOUT, NEW ROAD, PORT ISAAC, CORNWALL

**(NGR SW 99764 81040)**

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Cornwall Council planning reference PA19/02445, condition 3

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Client	Private owners
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Report Author(s)	Stella De-Villiers
Contributions	
Checked by	Andrew Passmore
Approved by	Andrew Passmore

The recording was commissioned by the private owners, and managed for AC archaeology by Andrew Passmore. The fieldwork was carried out by Stella De-Villiers. The report, including illustrations, was prepared by Stella De-Villiers.

The views and recommendations expressed in this report are those of AC archaeology and are presented in good faith on the basis of professional judgement and on information currently available.

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## Summary

*An historic building record of the Old Coastguard Lookout, New Road, Port Isaac, Cornwall was prepared by AC archaeology in January 2020 in advance of its demolition, and redevelopment of the site for a single new dwelling.*

*The Coastguard had a presence in Port Isaac from the 1830s, and in the mid 1920s moved to its third location – a hilltop site above the village. This new station consisted of a terrace of three cottages with a detached lookout to the west, a flagstaff to the north, and a signal room to the east.*

*The lookout as recorded had been heavily altered, and only room 2, and possibly room 3, formed part of the 1920s building. In the late 20th century the lookout was renewed as a result of rot to the timber structure. One part was demolished and a new lookout room (1) was constructed. A garage, latterly used as a store, was subsequently added to the south end of the building. Original finishes and fittings partially survived within room 1, but the majority of the fabric and fittings dated to the later 20th century. The Coastguard station at Port Isaac closed in 2017.*

### 1. INTRODUCTION (Fig. 1)

1.1 This document sets out the results of historic building recording undertaken by AC archaeology in January 2020 prior to redevelopment of the Old Coastguard Lookout, New Road, Port Isaac, Cornwall, PL29 3SB (NGR SW 99764 81040). The investigation was commissioned by the private owners, and was required under condition 3 of the grant of planning permission (Cornwall Council reference PA19/02445) for a 'proposed single dwelling to replace decommissioned Coastguard Buildings'. A brief for the investigation has not been provided, and the methodology set out in the *Written Scheme of Investigation* was prepared in line with the wording of the decision notice and the contents of the case officer's delegated report.

1.2 The property is situated at a height of between 44.50m and 45m above Ordnance Datum on a headland at the north end of Port Isaac that separates The Haven to the west and Port Gaverne to the east. The land slopes gently down to the north to the cliffs. The building faces north towards the Atlantic Ocean. The underlying geology consists of undifferentiated Devonian slate and siltstone of the Trevoze Slate Formation and Rosenum Formation; there are no overlying superficial deposits (British Geological Survey online viewer 2020).

1.3 The scheme involves the demolition of the Old Coastguard Lookout, and its replacement with a single new dwelling. The property is currently accessed via a lane off New Road, which leads to a driveway at the rear of the building. This access will be maintained.

### 2. HISTORICAL BACKGROUND (Fig. 2)

2.1 The Old Coastguard Lookout is not currently entered on the Cornwall Historic Environment Record (HER); an entry onto the HER is a recommendation of the case officer. The planning application included a detailed *Heritage Statement & Heritage Impact Assessment* prepared by Silverlake Design Ltd (Barnes 2019). The historical background of the property, and its local historic context, set out in this document is summarised below, with additional references where necessary.

- 2.2** The earliest Coastguard facilities – cottages and a Coastguard house – at Port Isaac were located in the centre of the historic village in the valley bottom to the south of the harbour. They are recorded on the St Endellion tithe map of 1841, and were probably constructed in the 1830s following the creation of the 'Coast Guard' in 1831 (Historic England 2016, 3).
- 2.3** The 1881 25-inch Ordnance Survey map of the area records that by that date the coastguard station had moved uphill to the headland northeast of the harbour, and depicts a row of five cottages and an attached watch house along with a probable long store building, within, and probably partially converted from, a former cellar. The associated land included a flagstaff. It was labelled as a *Coastguard Station*. The map also shows a detached *Lifesaving Apparatus House* located adjacent to New Road. On the basis of the 1851 census records this Coastguard Station has been dated c. 1851 in the *Heritage Statement & Heritage Impact Assessment* but may be slightly later, in the context of the Coastguard Service Act of 1856 that saw the control of the Coastguard pass from the Board of Customs to the Admiralty, where priorities now included lifesaving (Historic England 2016, 3).
- 2.4** In the early-20th century the Coastguard Station moved to the east slightly uphill from its mid 19th-century location. The complex included a terrace of three cottages with a detached lookout to the west, a flagstaff to the north, and a signal room to the east. This new station is tentatively dated c. 1921 in the *Heritage Statement & Heritage Impact Assessment* but again might be slightly later, since there were changes to, and rationalisation of, the organisation in 1923 when control of the Coastguard passed to the Board of Trade and in 1925 when the Coastguard Act defined its main purpose as coastal observation and lifesaving (Historic England 2016, 4). Elsewhere in the country small watch huts are known to have been constructed in the 1920s.
- 2.5** In 1962 the *Lifesaving Apparatus House* was rebuilt on a slightly different footprint. The cottages were sold into private ownership in the late 1970s and early 1980s. The lookout was renewed in the second half of the 20th century after the timber structure had rotted and again in the late-20th century when asbestos containing materials were removed. It has been extended to include the present lookout, a WC and a garage/equipment store. The station at Port Isaac closed in 2017.

### **3. STATEMENT OF SIGNIFICANCE AND AIM**

#### **Statement of significance**

- 3.1** The *Heritage Statement & Impact Assessment* sets out a detailed 'statement of significance' relating to the history of the Coastguard in Port Isaac, and the lookout building in this context. It notes the building has had extensive alterations and modernisation, and that the building has associative, historic, evidential and education value; this is also noted in the case officer's report. It does not have any architectural value.
- 3.2** The lookout has an associative value with the adjacent 1920s Coastguard buildings, and historic, evidential and education values associated with the history, siting and location of the three Coastguard Stations at Port Isaac, and in particular the topographic location and orientation of the 1920s Coastguard buildings. These values also relate to the national history of the Coastguard organisation and the changes to its structure since inception. The building has a communal value for its association with the Coastguard and the role the organisation had in the local community.

### **Aim**

- 3.3 The scheme will involve the demolition of the Old Coastguard Lookout, which will include the removal of all the 20th-century structures within the application area. The aim of the investigation was therefore to prepare a full survey of the building prior to works commencing and the demolition of the building.

## **4. METHODOLOGY (Appendix 1)**

- 4.1 The recording was undertaken on 23 January 2020 in accordance with the *Written Scheme of Investigation* (Passmore 2020), the Chartered Institute for Archaeologists' *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures* (revised 2019), and the AC archaeology *General Site Recording Manual, Version 2*. The *Written Scheme of Investigation* was provided to project staff, and a copy is included as Appendix 1. The historic building recording was carried out to level 2-3 as set out in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016).

- 4.2 The survey comprised the following:

- A written description, including a description of the fabric of the various elements of the building and evidence for the date of construction, alterations (including locations, materials used, and date), the roof structures, and surviving *in situ* primary and secondary architectural features and fixtures and fittings. The local landscape context of the building was also recorded;
- A photographic record of the building, including a general record, both internally and externally (including its local landscape context), along with a more detailed record of surviving *in situ* historic architectural features and fixtures and fittings and evidence for later 20th-century alterations, along with any associated external landscape features; and
- Updating of the as existing topographical survey, to create a ground-floor plan of the building, also showing with the location of observed/surviving historic fabric, primary and secondary fixtures and fittings, and associated external landscape features. This plan was phased to show the development of the building.

- 4.3 The photographic record comprised a colour digital record (minimum 20 megapixels). Where appropriate, all photographs included a photographic scale. Details of photographs taken were made on *pro forma* record sheets.

- 4.4 The written description was made in digital format on a tablet, suitable for direct inclusion within this report.

- 4.5 Each element of recording considered the following as appropriate:

- Date/period of initial build and subsequent alterations;
- Materials and methods of construction used for all phases of the building;
- Original fixtures and fittings;
- Subsequent fixtures and fittings, and evidence for change of use including the addition of specific architectural fittings; and
- Evidence for associated external landscaping and surrounding contemporary landscape features.

## 5. **BUILDING SURVEY** (Fig. 3; Plates 1-20)

5.1 The building comprises four attached structures, which are described below, and in the figures and plates, as rooms 1-4, positioned from north to south respectively.

### **External description** (Plates 1-5)

5.2 The lookout is aligned roughly north-south, parallel to the gable elevation of the adjacent former Coastguard cottages.

5.3 The north, east and west elevations of room 1 are finished with horizontal unplasticised polyvinyl chloride (UPVC) cladding. The north elevation incorporates a full-width angled window that continues slightly around onto, and is also angled out from, the east and west elevations. This is formed from five large panes in a wooden frame. There are further single UPVC windows in the east and west elevations.

5.4 The UPVC cladding of room 1 also forms the external finishes of the east and west elevations of room 2, and is continuous across both parts of the building. The superstructure of rooms 1 and 2 is constructed onto a black painted brick plinth laid in English bond and incorporating ventilation bricks. A UPVC door in the east elevation provides access to the interior of rooms 1 and 2, and the space is lit by a central PVC window in the west elevation.

5.5 Room 3 is narrower than rooms 2 and 4, and has a full-width wooden door in the east elevation, and a small window with frosted glass in the west elevation. Room 4 is constructed of concrete blocks with a painted render external finish. The south elevation incorporates a central roller garage door, and there is a single central UPVC window with a concrete sill topped with slates in the west elevation.

5.6 The roof coverings vary across the building. Rooms 1 and 3 have flat felt roofs, whilst room 2 has an east-west aligned gabled roof with a felt finish. Room 4 has a north-south aligned gabled slate roof. All have plastic rainwater goods, and a pair of aerials, presumably for communications, are attached to the west elevation of room 4.

### **Internal description** (Plates 6-15)

5.7 The northern half of the lookout comprises rooms 1 and 2, and these are entered via the door in the east elevation of room 2. Except on the north elevation the lower halves of the walls of this room are finished with vertical timber panelling. Above the panelling is painted chipboard. With the exception of the light switch beside the door, which is of mid-20th century vintage, all the electrical fittings are of late-20th century date.

5.8 Room 1 is only accessed internally from room 2 and has a higher floor level approached via a flight of three steps at the southeast corner. On the west side of these is a low wooden partition. Along the north and west wall is a desk with a single drawer beneath. A pair of telephones remain on top of the desk, but all other communications equipment has been removed. Attached to the south wall is a large pinboard with a map, a white board with the word 'Pyrotechnics' written on it and an A4 typewritten sheet with information on how to record weather conditions. Below the board is a set of wooden shelves. All electrical fittings date to the late-20th century.

5.9 Room 3 is a small toilet and contains a WC and sink, both of which are of late 20th-century date.

- 5.10** Room 4 is a garage with a concrete floor, and has been fitted with compartmentalised wooden shelving against the east and north walls; some of the compartments are labelled with people's names. The roof structure comprises closely-spaced tie-beam trusses with no additional timbers. All these architectural details, along with the electrical fittings, date to the late 20th century.

**The surrounding landscape** (Plates 1, 4 and 16-20)

- 5.11** The lookout is approached by a concrete access track that extends alongside the building to the east, forming a pedestrian path to the doors in the east elevation and to the front of the adjacent cottage. There is no partition between the building and the grounds of the adjacent cottage, reflecting their former joint history. The grounds are landscaped with grass and low hedges allowing views out to sea over the coastal fringe beyond.

**6. COMMENTS** (Figs 2 and 3)

- 6.1** In the early 20th century, probably in the mid 1920s, the Coastguard Station at Port Isaac moved to its current position, to the east and slightly uphill from its mid 19th-century site. This was the third location for the station within the village, and comprised a terrace of three cottages with a detached lookout to the west, a flagstaff to the north, and a detached signal room to the east. Aerial photographs presented in the in the *Heritage Statement & Heritage Impact Assessment* (Barnes 2019, 30) and the 1970s Ordnance Survey 1:2,500 map (Fig. 2) indicate that the 1920s lookout comprised a pair of structures each with east-west aligned gabled roofs; they appear to be slightly separated. The northern structure had a two-light window in the north elevation providing views to the coast. This element of the building survives as room 2, and it is possible that the toilet (room 3) is of the same date, and separated the two structures.

- 6.2** The present form of the lookout dates to the later 20th century (after the mid 1970s). The exact sequence of events is not clear, and is based largely on anecdotal evidence (Barnes 2019, 17). The main physical alterations were the addition of a new lookout room (1) to the north of the 1920s lookout (room 2), with the latter becoming an office/training room/mess room, and with room 3 retained as a toilet. Probably in the 1980s, the garage (room 4) was added on the footprint of the previously demolished southern 1920s structure; this was latterly used as a cliff rescue equipment store. Oral evidence for at least two phases of repairs are recorded, initially to renew the rotten timber superstructure (which is probably represented by the demolition of the southern 1920s structure and the construction of room 1), and later to remove asbestos containing materials. The architectural evidence indicates that the walls of room 2 were only partially repaired, as original wooden panelling and electrical fittings survive internally. The north elevation of room 2 was however rebuilt as a new internal partition. The UPVC cladding and windows, along with the ceilings of rooms 1 and 2, were probably added when the asbestos containing materials were removed.

**7. OASIS ENTRY AND ARCHIVE**

- 7.1** An OASIS entry has been created using the unique identifier 401631, and includes a digital copy of this report.
- 7.2** This report and the OASIS entry form the archive for the project.



## 8. SOURCES CONSULTED

### Printed Sources

Barnes, J., 2019. *Heritage Statement & Impact Assessment, In respect of proposed development: Coastguard Lookout, New Road, Port Isaac*. Silverlake Design Ltd.

Historic England. 2016. *Coastguard Stations, Introductions to Heritage Assets*.

Ordnance Survey 1:2,500 Devonshire map 1975-78

Passmore, A., 2020. *Old Coastguard Lookout, New Road, Port Isaac, Cornwall: (NGR SW 99764 81040), Written Scheme of Investigation for historic building recording, Cornwall Council reference PA19/02445, condition 3, AC archaeology Doc. No. 2207/1/0*.

### Websites (accessed January 2020)

British Geological Survey on-line viewer

[www.bgs.ac.uk](http://www.bgs.ac.uk)

Old Maps Repository

<https://www.old-maps.co.uk/#/>

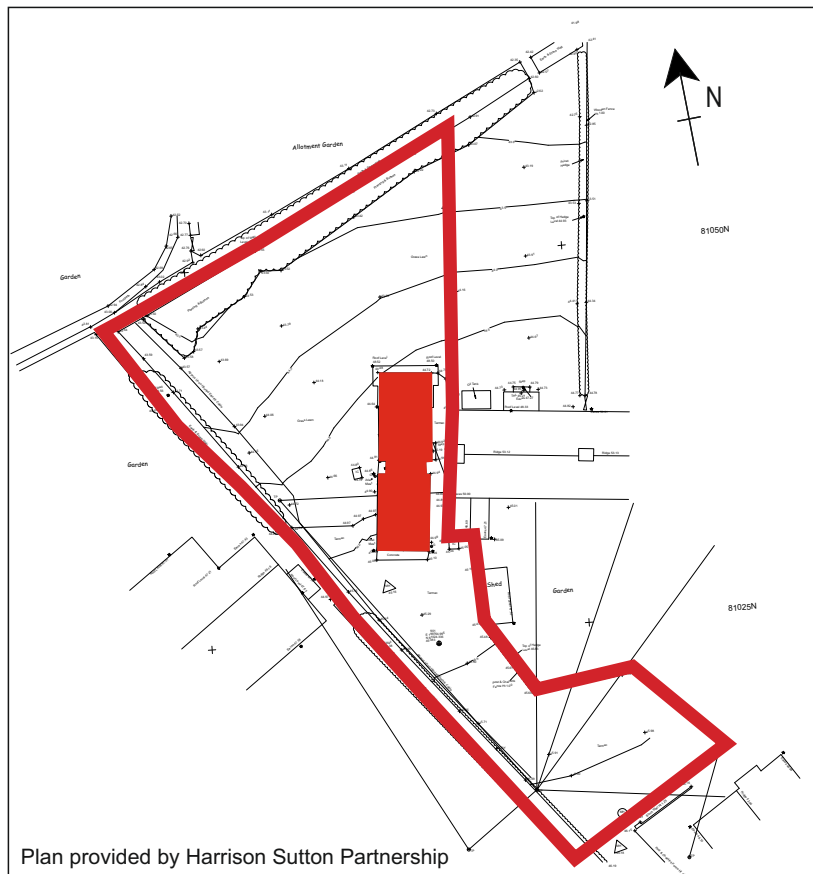
National Library of Scotland

<http://maps.nls.uk>



0 250m  
 Scale 1:10,000@A4

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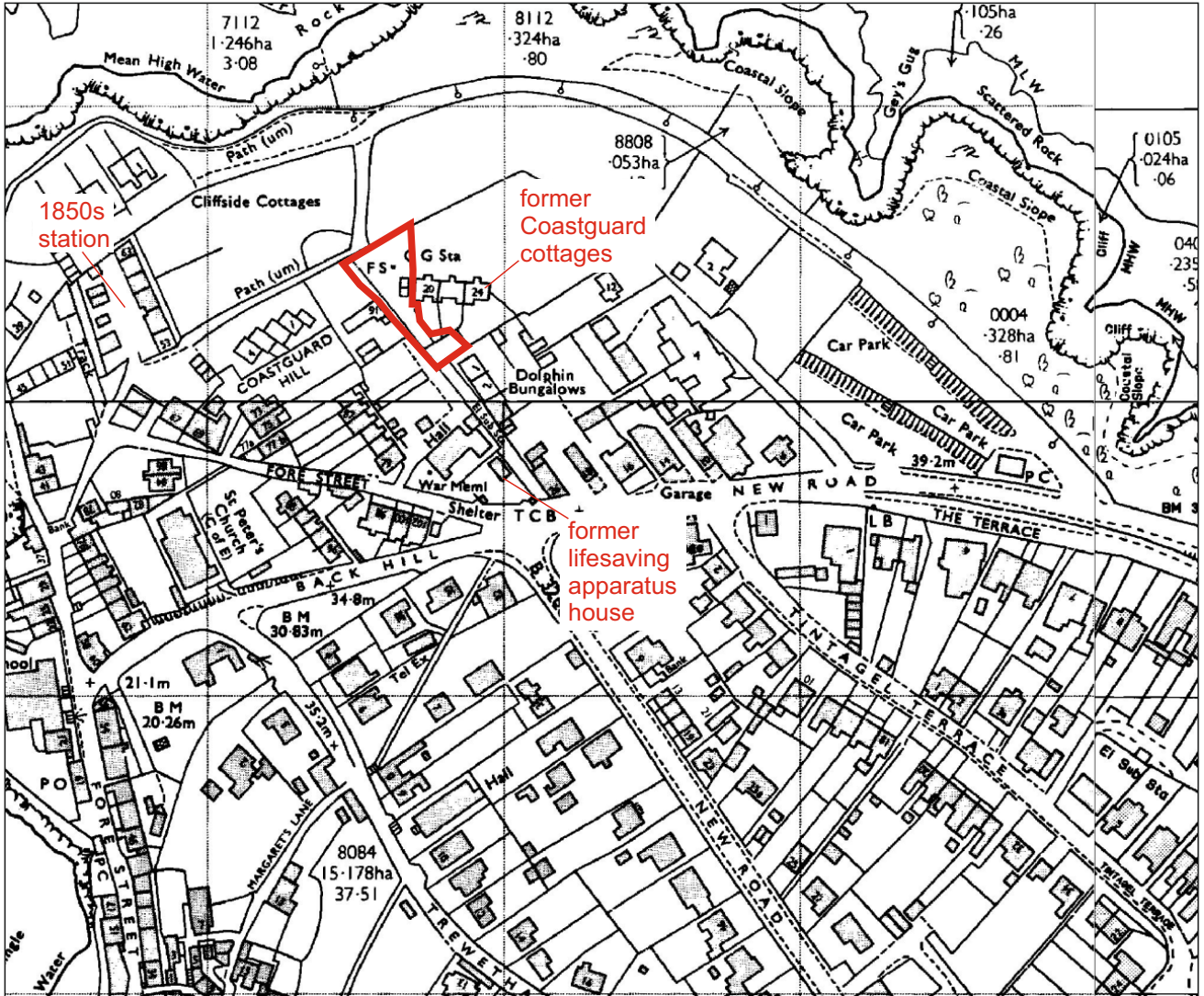
Plan provided by Harrison Sutton Partnership

0 25m  
 Scale 1:500@A4

PROJECT  
 Old Coastguard Lookout, New Road, Port Isaac, Cornwall  
 TITLE

Fig.1: Site location





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PROJECT

Old Coastguard Lookout, New Road, Port Isaac, Cornwall

TITLE

Fig. 2: Extract from the 1:2,500 Ordnance Survey map, 1975-78

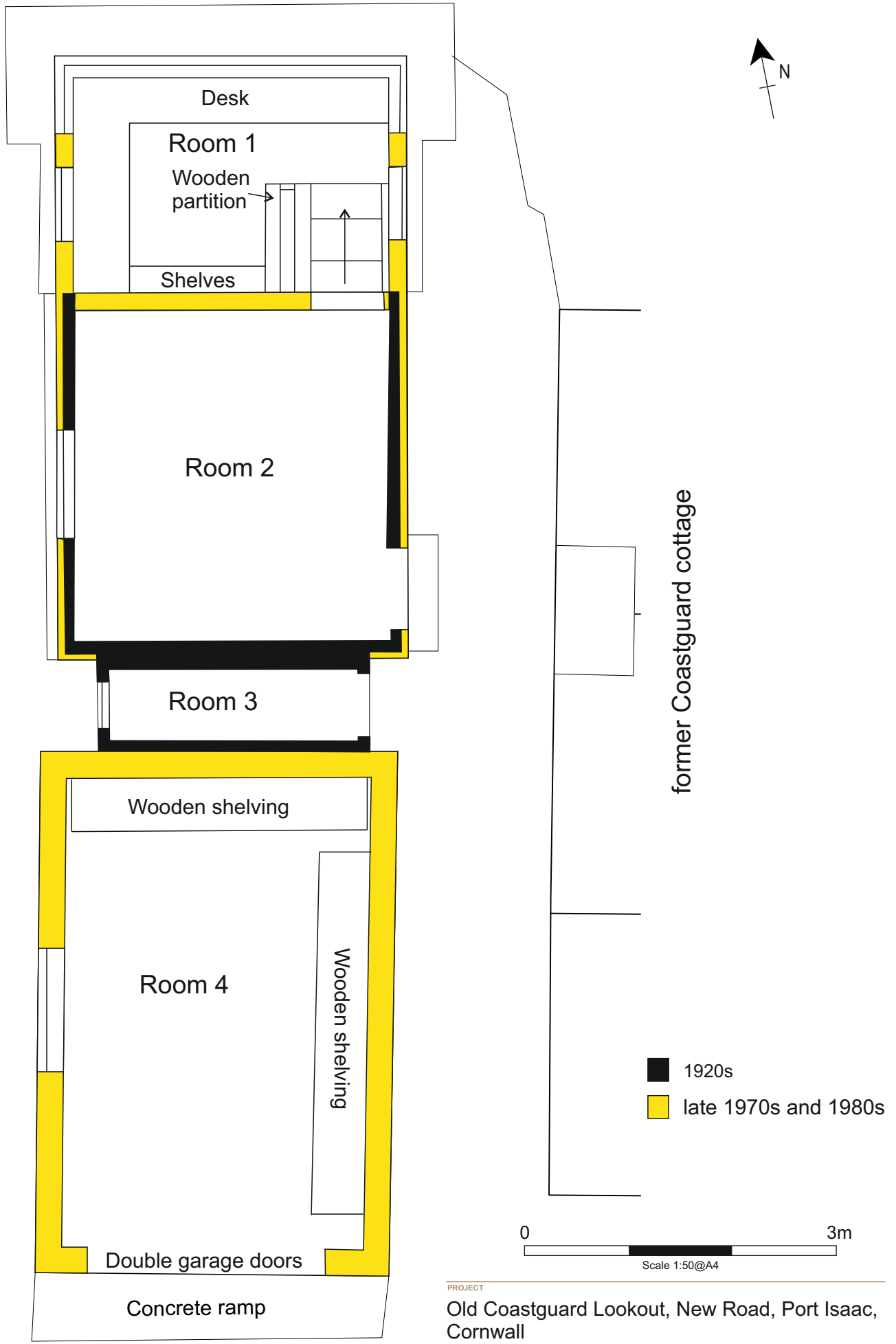




Plate 1: South elevation of the lookout, looking north (1m scale)



Plate 2: West elevation of the lookout, looking east (1m scale)



Plate 3: North elevation of the lookout, looking south (1m scale)



Plate 4: View of the lookout and the contemporary cottages, looking southeast (1m scale)



Plate 5: East elevation of the lookout, looking southwest (1m scale)



Plate 6: Internal view of room 2, looking north (1m scale)



Plate 7: Internal view of room 2, looking south (1m scale)



Plate 8: View of early-mid 20th century electrical fitting in room 2, looking east





Plate 9: Internal view of room 1, looking northwest (1m scale)



Plate 10: Internal view of room 1, looking northeast (1m scale)



Plate 11: Internal view of room 1, looking southwest (1m scale)

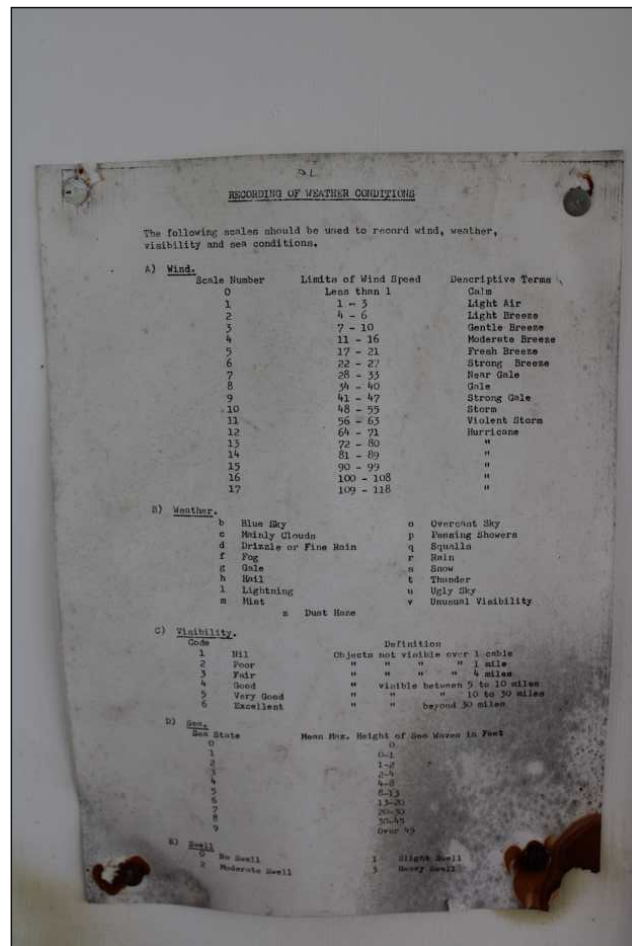


Plate 12: View of A4 sheet with information on how to record the weather conditions



Plate 13: Internal view of room 3, looking west (1m scale)



Plate 14: Internal view of room 4, looking north (1m scale)



Plate 15: View of the roof structure of room 4, looking south



Plate 16: View from the lookout towards the coast, looking northwest



Plate 17: View from the lookout towards the coast, looking north



Plate 18: View from the lookout towards the coast, looking north-northeast



Plate 19: View from the lookout towards the coast, looking northeast



Plate 20: View from the lookout towards the coast, looking east

# Appendix 1

## The Written Scheme of Investigation

# OLD COASTGUARD LOOKOUT, NEW ROAD, PORT ISAAC, CORNWALL

(NGR SW 99764 81040)

Written Scheme of Investigation for Historic Building  
Recording

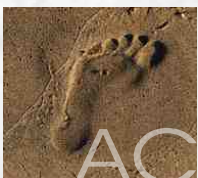
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Prepared by:  
Andrew Pasmore BSc MCIfA

Document No: ACD2207/1/0

Date: January 2020



AC archaeology

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# OLD COASTGUARD LOOKOUT, NEW ROAD, PORT ISAAC, CORNWALL

(NGR SW 99764 81040)

Written Scheme of Investigation for historic building recording

Cornwall Council planning reference PA19/02445,  
condition 3

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## 1. INTRODUCTION

- 1.1 This document sets out proposals for undertaking historic building recording prior to redevelopment of the Old Coastguard Lookout, New Road, Port Isaac, Cornwall, PL29 3SB (NGR SW 99764 81040). The investigation is required under condition 3 of the grant of planning permission (Cornwall Council reference PA19/02445) for a 'proposed single dwelling to replace decommissioned Coastguard Buildings'. A brief for the investigation has not been provided, and the written scheme of investigation has been prepared in line with the wording of the decision notice and the contents of the case officer's delegated report.
- 1.2 The investigations will be carried out by AC archaeology and have been commissioned by the private owners.
- 1.3 The property is situated at a height of between 44.50m and 45m above Ordnance Datum on a headland at the north end of Port Isaac that separates The Haven to the west and Port Gaverne to the east. The land slopes gently down to the north to the cliffs. The building faces north towards the Atlantic Ocean. The underlying geology consists of undifferentiated Devonian slate and siltstone of the Trevoze Slate Formation and Rosenum Formation; there are no overlying superficial deposits (British Geological Survey online viewer 2020).
- 1.4 The scheme involves the demolition of the Old Coastguard Lookout, and its replacement with a single new dwelling. The property is currently accessed via a lane off New Road, which leads to a driveway at the rear of the building. This access will be maintained.

## 2. HISTORICAL BACKGROUND

- 2.1 The Old Coastguard Lookout is not currently entered on the Cornwall Historic Environment Record (HER); an entry onto the HER is a recommendation of the case officer. The planning application included a detailed *Heritage Statement & Heritage Impact Assessment* prepared by Silverlake Design Ltd (Barnes 2019). The historical background of the property, and its local historic context, set out in this document is summarised below, with additional references where necessary.
- 2.2 The earliest coastguard facilities – cottages and a Coastguard house – at Port Isaac were located in the centre of the historic village in the valley bottom to the south of Port Isaac's harbour. They are recorded on the St Endellion tithe map of 1841, and

were probably constructed in the 1830s following the creation of the 'Coast Guard' in 1831 (Historic England 2016, 3).

- 2.3** The 1881 25-inch Ordnance Survey map of the area records that by that date the coastguard station had moved uphill to the headland northeast of the harbour, and depicts a row of five cottages and an attached watch house along with a probable long store building, within, and probably partially converted from, a former cellar. The associated land included a flagstaff. It was labelled as a *Coastguard Station*. The map also shows a detached *Lifesaving Apparatus House* located adjacent to New Road. On the basis of the 1851 census records this Coastguard Station has been dated c. 1851 in the *Heritage Statement & Heritage Impact Assessment* but may be slightly later, in the context of the Coastguard Service Act of 1856 that saw the control of the Coastguard pass from the Board of Customs to the Admiralty, where priorities now included life saving (Historic England 2016, 3).
- 2.4** In the early 20th century the Coastguard Station moved to the east slightly uphill from its mid 19th-century location. The complex included a terrace of three cottages with a detached lookout to the west, a flagstaff to the north, and a signal room to the east. This new station is tentatively dated c. 1921 in the *Heritage Statement & Heritage Impact Assessment* but again might be slightly later, since there were changes to, and rationalisation of, the organisation in 1923 when control of the Coastguard passed to the Board of Trade and in 1925 when the Coastguard Act defined its main purpose as coastal observation and life saving (Historic England 2016, 4). Elsewhere in the country small watch huts are known to have been constructed in the 1920s.
- 2.5** In 1962 the *Lifesaving Apparatus House* was rebuilt on a slightly different footprint. The cottages were sold into private ownership in the late 1970s and early 1980s. The lookout was renewed in the second half of the 20th century when the timber structure had rotted and again in the late 20th century when asbestos containing materials were removed. It has been extended to include the present lookout, a WC and a garage/equipment store. The station at Port Isaac closed in 2017.

### **3. STATEMENT OF SIGNIFICANCE AND AIM**

#### **Statement of significance**

- 3.1** The *Heritage Statement & Impact Assessment* sets out a detailed 'statement of significance' relating to the history of the Coastguard in Port Isaac, and the lookout building in this context. It notes the building has had extensive alterations and modernisation, and that the building has associative, historic, evidential and education value; this is also noted in the case officer's report. It does not have any architectural value.
- 3.2** The lookout has an associative value with the adjacent 1920s Coastguard buildings, and historic, evidential and education values associated with the history, siting and location of the three Coastguard Stations at Port Isaac, and in particular the topographic location and orientation of the 1920s Coastguard buildings. These values also relate to the national history of the Coastguard organisation and the changes to its structure since inception. The building has a communal value for its association with the Coastguard and the role they had in the local community.

#### **Aim**

- 3.3** The scheme will involve the demolition of the Old Coastguard Lookout, which will include the removal of all the 20th-century structures within the application area.

The aim of the investigation is therefore to prepare a full survey of the building prior to works commencing and the demolition of the building.

#### **4. METHODOLOGY**

**4.1** All works will be undertaken in accordance with this Written Scheme of Investigation, the Chartered Institute for Archaeologists' *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures* (revised 2019), and the AC archaeology *General Site Recording Manual, Version 2*. The Written Scheme of Investigation will be provided to project staff. The historic building recording will be carried out to level 2-3 as set out in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016).

**4.2** The survey will comprise the following:

- A written description, including a description of the fabric of the various elements of the building and evidence for the date of construction, alterations (including locations, materials used, and date), the roof structures, and surviving *in situ* primary and secondary architectural features and fixtures and fittings. Any associated external landscape features, along with the local landscape context of the building, will also be recorded;
- A photographic record of the building, including a general record, both internally and externally (including its local landscape context), along with a more detailed record of surviving *in situ* historic architectural features and fixtures and fittings and evidence for later 20th-century alterations, along with any associated external landscape features; and
- Updating of the as existing topographical survey, to create a ground-floor plan of the building, also showing with the location of observed/surviving historic fabric, primary and secondary fixtures and fittings, and associated external landscape features. This plan will be phased to show the development of the building.

**4.3** The photographic record will comprise a colour digital record (minimum 20 megapixels). Where appropriate, all photographs will include a photographic scale. Details of photographs taken will be made on *pro forma* record sheets.

**4.4** The written description will be made in digital format on a tablet, suitable for direct inclusion within the client report.

**4.5** Each element of recording will consider the following as appropriate:

- Date/period of initial build and subsequent alterations;
- Materials and methods of construction used for all phases of the building;
- Original fixtures and fittings;
- Subsequent fixtures and fittings, and evidence for change of use including the addition of specific architectural fittings; and
- Evidence for associated external landscaping and surrounding contemporary landscape features.

## 5. REPORTING

5.1 A report will be prepared within three months of the completion of fieldwork and will be made available in digital (PDF) format. The report will be distributed to the client and the Cornwall HER, and will include the following elements:

- a table of contents;
- a non-technical summary;
- the site's location in national grid and address form;
- a summary of the planning background and historical background to the site;
- a description of the investigation's aims and methodology;
- the date of the record and recorders;
- a description of the results of the historic building recording, and a discussion of the results in relation to the known history of Coastguard Stations in Port Isaac;
- the location of the archive;
- a bibliography;
- a location map and site location plan,
- a large-scale phased floor plan showing the location of surviving historic fabric and historic architectural fixtures and fittings; and
- All photographs taken during the survey showing the general character of the building (both internally and externally) and recorded fixtures and fittings

5.2 Details of the project will be submitted to the Online Access to the Index of Archaeological investigations (OASIS) database, along with a digital version of the completed report. The OASIS number will be quoted in the report.

## 6. THE PROJECT ARCHIVE

6.1 In view of significant modern repairs, alterations and extensions to the building, it is proposed that all relevant site records (including drawings and photographs) will be incorporated into the client report, and that the client report and OASIS entry will form the archive for the project.

6.2 AC archaeology Ltd shall retain full copyright of any report under the Copyright, Designs and Patents Act 1988 with all rights reserved, excepting that it hereby provides an exclusive licence to the Client for the use of the report by the Client in all matters directly relating to the project. Any document produced to meet planning requirements may be freely copied for planning, development control, education and research purposes without recourse to the Copyright owner subject to all due and appropriate acknowledgements being provided.

## 7. HEALTH & SAFETY

7.1 Archaeological staff will operate under AC archaeology's Health and Safety Policy. All works will also be carried out in accordance with current Health and Safety legislation, to include (but not exclusively rely upon) the *Health and Safety at Work etc Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and the *Construction (Design & Management) Regulations 2015*.

7.2 The Project Manager responsible for Health and Safety for AC archaeology is Simon Hughes. Simon is accredited under the *Site Manager's Safety Training Scheme (SMSTS)*.

- 7.3 In accordance with the provisions of the AC archaeology Health and Safety Policy, the AC archaeology site representative will be responsible for ensuring that operations under his/her control are carried out in accordance with the procedures outlined in 7.1 and in the site-specific risk assessment.
- 7.4 Archaeological staff will not work in unsafe or unhealthy conditions, even where not to do so will result in the possible under-recording of the archaeological resource. Safety helmets, high visibility vests and boots are to be used by all site personnel. Archaeological staff **must not** enter any area where there is a considered to be a health and safety risk that has not or is not being appropriately mitigated against.
- 7.5 All site staff carry *Construction Skills Certification Scheme* (CSCS) cards and senior members have up to date first aid qualifications, as well as CAT and Genny and banksmen certification. AC archaeology is registered as an approved contractor under the Worksafe Health and Safety Scheme (SMAS), and CQMS Safety Scheme, as recognised by SSIP (Safety Schemes in Procurement).
- 7.6 AC archaeology carries Public Liability Insurance cover to £5,000,000, Employers Liability to £10,000,000 and Professional Indemnity cover to £5,000,000.

## 8. PERSONNEL AND PROGRAMME

- 8.1 The investigations will be managed on behalf of AC archaeology by Andrew Passmore BSc MCIfA, Project Manager, AC archaeology, and will be carried out by either Andrew Passmore BSc MCIfA, Project Manager, or Stella De-Villiers MA ACIfA, Historic Buildings Officer, who will adhere to the Chartered Institute for Archaeologists' Code of Conduct.
- 8.2 The project will be monitored by the Cornwall Council Senior Development Officer (Historic Environment) who will be informed of the start and finish dates of the fieldwork. Any variations to this document shall be agreed with the Cornwall Council Senior Development Officer (Historic Environment) before they are carried out. It is expected that the fieldwork will take place during February 2020.

## 9. SOURCES CONSULTED

Barnes, J., 2019. *Heritage Statement & Impact Assessment, In respect of proposed development: Coastguard Lookout, New Road, Port Isaac*. Silverlake Design Ltd.

Historic England. 2016. *Coastguard Stations, Introductions to Heritage Assets*.

Andrew Passmore BSc MCIfA  
AC archaeology  
Version 1, 21 January 2020

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