Walton,Lisa

From:

Walton.Lisa

Sent: To:

29 September 2014 13:28 'matt@trewin-design.co.uk'

Subject:

FW: Well Cross development for Cornwall Rural Housing (P-11-009 and P-14-010)

Importance:

High

Hi Matthew

Could you let me have a copy of the WSI previously submitted? Subject to this I am in a position to confirm that, with the exception of condition 13, the pre-commencement conditions have been satisfied. I will send out formal correspondence shortly.

I can hang on, however, if additional information is to be submitted in relation condition 13 but please can you let me know. Unfortunately unless you seek to remove or vary this condition I am not in a position to relax the requirements in relation to recording the existing structures.

I am aware of the need to resolve these outstanding issues as soon as possible.

Many thanks

Lisa

From: Matthew Payne [mailto:matt@trewin-design.co.uk]

Sent: 18 September 2014 09:03

To: Walton, Lisa

Cc: Dryden, Craig; King, Andrew; Peter Moore; David Perry

Subject: Re: Well Cross development for Cornwall Rural Housing (P-11-009 and P-14-010)

REFERENCE EML-OUT/5484/196 For the attention of Walton, Lisa

Dear Lisa.

I have contacted our party wall surveyor to clarify condition 4.

Regarding condition 13, I would consider this request a little over the top and I would welcome further consideration. English heritage had little concerns when consulted early in planning process so I would guestion why a level 2 report is required. Have they been consulted further?

You will be aware that, prior to my clients taking ownership, the slate roof was removed from one of the stores. Was a photographic report presented or required then?

It is imperative that we get these conditions signed off as soon as possible to ensure no further delays to this project.

Regards,

Matthew Payne TCIAT Director

Trewin Design Architects Ltd 1 Stanhope Square Holsworthy EX22 6DR t: 01409 253 013 www.trewin-design.co.uk

Registered in the UK Company No: 8404030 : RIBA Chartered Practice No: 552776P

This e-mail and any attachments to it may contain information that is private, confidential and subject to copyright belonging to Trewin Design Architects Ltd and should only be read by the individual or entity to whom this is addressed, access to this e-mail by anyone else is unauthorised. If you have received this e-mail in error, please destroy and delete the message from your computer. Any views or opinions expressed are those solely of the author and do not necessarily represent those of Trewin Design Architects Ltd.

-----Original Message-----START

From: Walton,Lisa [LWalton@scilly.gov.uk]
Sent: 17th Sep 2014 at 16:30 (GMT+01:00)
Received: 17th Sep 2014 at 16:31 (GMT+01:00)
To: Matt Payne [Matt.Payne@trewin-design.co.uk]

CC: Dryden, Craig [cdryden@scilly.gov.uk]; King, Andrew [AKing@scilly.gov.uk]

Subject: Well Cross development for Cornwall Rural Housing (P-11-009 and P-14-010)

Attachments: Importance: Normal

Dear Matthew

Further to the submission of information to discharge the outstanding pre-commencement conditions on the above approved development. My apologies for the delay in getting back to you. I have considered the information submitted and would like clarification with respect to:

Condition 4 (of P/14/010/LBC) and Condition 5 (of P/14/009)

Can you confirm that, under the Party Wall Act, you are not intending/required to undertake any improvement work to the walls other than repointing the site-side of the boundary wall with Lemon Hall and making good the capping following the removal of the roof? With regard to other boundary walls please can you confirm that you do not have to undertake any other works (other than the thermal insulation and plasterboard) under the party wall act?

Condition 13 (of P/14/010/LBC)

The information submitted is insufficient to fully record the condition of all existing structures at this site, ahead of the conversion works. You mentioned submitting additional photographs of the site. Please can you ensure that at a minimum the report and photographic record is to English Heritage Level 2. Please see the minimum specification requirements set out in this document: https://www.english-heritage.org.uk/publications/understanding-historic-buildings1.pdf The bottom of page 14 will provide a good indication of what should be included in a Level 2 recording report. This will then need to submitted to me to satisfy the requirements of this condition and a copy will need to be deposited with Cornwall Council (with the Historic Environment Service).

Regards
Lisa
Lisa Walton MRTPI
Planning Officer
Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly TR21 0LW
Direct Line: 01720 424351 Reception: 01720 424000 Internal Ext: 326
Direct Email: <u>LWalton@scilly.gov.uk</u>
Web : www.scilly.gov.uk
Please note that the Council may need to disclose this e-mail under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. The information in this e-mail and any attachments is confidential and may be legally privileged. It is intended for the attention and use of the named addressee(s) and must not be disclosed to any other person without our authority.
If you are not the intended recipient, or a person responsible for delivering it to the intended recipient or are aware
that this e-mail has been sent to you in error, you are not authorised to and must not disclose, copy, distribute, or retain this message or any part of it. This email is not (nor forms any part of) a legally binding contract. E & OE. If you
have received this e-mail in error please inform postmaster@scilly.gov.uk
The statements and opinions expressed in this message are those of the author and do not necessarily reflect those of the organisations within the Council of the Isles of Scilly or any of it Committees.
Original MessageEND

Craig Dryden
Planning & Development Department
Council of the Isles of Scilly
Old Wesleyan Chapel
Garrison Lane
St Mary's
Isles of Scilly
TR21 0JD

Your ref: My ref:

Date:

P-14-009 CCO5879 2nd April 2014

Dear Craig

P-14-009 Well Cross Yard Well Cross Hugh Town St Mary's Conversion of existing stores into 2 no dwellings.
Written Scheme of Investigation (WSI)/Method Statement Response:

Well Cross Affordable Housing, St Mary's, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording

Regarding the above document supplied by Charlie Johns of Cornwall Council Historic Environment Projects; we find it to be an acceptable approach to the required works and recommend its approval by the Local Planning Authority.

Please note that any archaeological conditions relating to this planning permission will only be satisfied on implementation of this work, and that we recommend that you do not discharge them until advised to do so by ourselves.

I hope this is of assistance, please do contact me if anything is unclear or further discussion is required.

Yours sincerely

Phil Markham MA MIfA
Historic Environment Planning Advice Officer

Environment Service Tel: 07973 813572

Email: pmarkham@cornwall.gov.uk





Tel: 0300 1234 100 www.cornwall.gov.uk

Historic Environment Projects, Cornwall Council



Well Cross Affordable Housing, St Mary's, Isles of Scilly: Written Scheme of Investigation for historic building recording and archaeological recording

Client:

Cornwall Rural Housing Association

Client contact:

David Perry

Client telephone:

01209 215621

Client email:

David@wmweller.co.uk

Project background

Planning application P-07-068 was submitted on 8 June 2007 and was for the conversion of the existing stores into two dwellings for rent. This application was approved subject to 11 conditions. Conditions 9 and 10 state:

Condition 9. No development shall take place within the site, until the applicant has secured and implemented a co0mprehensive photographic record to archive standard and drawings showing the layout of the existing buildings to be converted. A copy of this record should be deposited with the Local Planning Authority and with the Historic Environment Service of Cornwall County Council.

Reason. To ensure that a record exists of the buildings to be converted in recognition of their historic interest.

Condition 10. No development shall take place within the site until the applicant has secured and implemented a programme of archaeological work in accordance with a written scheme of investigation which has previously been submitted to and approved in writing by the Local Planning Authority.

Reason. The site comprises an area of known archaeological interest where it is the Local Planning Authority's policy to provide for the examination of archaeological remains.

This Written Scheme of Investigation (WSI) for historic building recording and archaeological recording during the development has been prepared by Historic Environment Projects, Cornwall Council (HE Projects) for the Cornwall Rural Housing Association. It is based upon a Brief written by the Historic Environment Planning Advice Officer, Cornwall Council (HEPAO) which sets out the minimum requirements for archaeological recording to discharge Conditions 9 and 10 of the planning consent.

Site location and description

The site is located off Well Cross Lane, behind St Mary's Bike Hire, near to Town Beach (NGR SV 9049 1056).

Historic Building/archaeological background

The Cornwall and Scilly Historic Environment Record (HER) records that the buildings are in part recorded on the Ordnance Survey maps of 1880 and 1907. Vernacular buildings of the period are becoming increasingly rare and are worthy of recording prior to development. The site is also centrally located within Hugh Town and buried archaeological features of earlier phases of the town may be disturbed by the proposed development.

Aims and objectives

Building recording

In this particular instance an archive standard photographic record will be made together with an appropriate descriptive report which will be at a level somewhere between 'Levels 2 and 3' as described by the English Heritage document 'Understanding Historic Buildings' (2006b). The record will 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

Archaeological recording

Ground works associated with the development may disturb buried archaeological remains. Therefore the Project Archaeologist(s) will be present during any ground reduction works, including the establishment of any compound, in order to identify and record any features of interest.

The site specific aims are to:

- Establish the presence/absence of archaeological remains
- Determine the extent, condition, nature, character, date and significance of any archaeological remains encountered
- To establish the nature of the activity on the site
- To identify any artefacts relating to the occupation or use of the site
- To provide further information on the archaeology of the Porthcressa area from any archaeological remains encountered

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.

² S:\Planning Applications\Planning Applications for year 2014\P-14-009\P-14-009 WSI Historic Building and Archaeological Recording.doc

Desk-based assessment

Prior to the commencement of on site works the project archaeologist will familiarise themselves with the site by examining the information held by the Cornwall and Scilly Historic Environment record (HER) and in published sources.

Building recording

The building recording will be undertaken to be equivalent to an English Heritage Level 2 - 3 survey (see English Heritage 2006b) and will comprise a photographic record, annotated plans and a brief report.

Fieldwork: photographic recording

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

- 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 and annotations to existing architect's measured plans and drawings).

Archaeological recording

An archaeologist will be present during all ground works associated with the development, including the establishment of any compound, unless circumstances dictate a different approach. A toothless ditching bucket will be used for the removal of any overburden (ostensibly topsoil and disturbed modern deposits). The first revealed substratum will then be hand cleaned to test for the presence of archaeological features, deposits and finds with resulting evidence being recorded as appropriate.

Any surviving remains which will be disturbed or destroyed by the development will be archaeologically excavated and recorded.

If significant archaeological deposits are exposed, all works will cease and a meeting convened with the client and the HEPAO to discuss the most appropriate way forwards.

Recording

A location plan will be made, plotting the areas of ground works onto the Ordnance Survey Mastermap at 1:200.

- The heights of all features identified will be tied into the Ordnance Datum if appropriate.
- The location of features recorded during the watching brief will be plotted onto a drafting film overlay to the prepared location plan.
- All finds from significant stratified contexts will be accurately located on the location plan at an appropriate scale.
- All archaeological contexts will be described to a standard format linked to a continuous numbering sequence. All contexts recorded will be recorded via the medium of HE Projects pro forma context recording sheets.
- Registers of drawings, photographs, finds and contexts, samples will be maintained during the fieldwork.
- The excavated spoil will be carefully inspected for finds.

Site planning policy

- Site drawings (plans, sections, locations of finds) will be made by pencil (4H) on drafting film; all plans will be linked to the prepared location map and to the national grid; all drawings will include standard information: site details, personnel, date, scale and north-point.
- Site plans will be drawn at 1:20 and sections at 1:10, unless circumstances indicate that other scales would be more appropriate.
- Site drawings (plans and sections) will be digitised and converted into AutoCAD drawings.

Photographic record

- The photographic record will consist of prints in both black and white and colour together with the negatives. Digital photography will be used for report illustration.
- For both general and specific photographs, a photographic scale will be included.
- In the case of detailed photographs a north arrow will be included if appropriate.
- The photographic record will be accompanied by a photographic register detailing as a minimum, feature number, location and direction of shot.

Finds

- All finds will be retained from each archaeological context excavated.
- All retained finds, where appropriate, will be washed.
- All pottery and other finds where appropriate, will be marked with the site code and context number.
- This WSI includes an agreed list of specialist consultants, who might be required to conserve and/or report on finds, and advise or report on other aspects of the project including environmental sampling.
- The requirements for conservation and storage will be agreed with the appropriate museum prior to the start of work, and confirmed in writing to the HEPAO.
- Finds work will be to accepted professional standards and adhere to the Institute for Archaeologists' *Guidelines* (IfA 2001b).

Sampling

⁴ S:\Planning Applications\Planning Applications for year 2014\P-14-009\P-14-009 WSI Historic Building and Archaeological Recording.doc

- The English Heritage Advisor for Archaeological Science will be consulted for advice if required (Vanessa Straker 0117 975 0689).
- Environmental sampling will be guided by Environmental Archaeology (English Heritage 2004).
- Other English Heritage guidance will be consulted as appropriate including Geoarchaeology (2004) and Archaeometallurgy (2001).
- The archaeologist undertaking the watching brief will assess the potential for environmental sampling.
- If suitable deposits are identified the following types of sample will be taken as appropriate:
 - Bulk sampling
 - Monolith sampling
 - Macro & Micro Flora Analysis (including pollen analysis)
 - Macro & Micro Fauna Analysis
 - Radiocarbon dating for artefact analysis

Human remains

Any human remains which are encountered will initially be left in situ and reported to the HEPAO 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 quidelines.

If human remains are not to be removed their physical security will be ensured, if possible by back filling as soon as possible after recording.

If human remains are to be removed this will be done with due reverence and in accordance to current best practice and legal requirements. The site will be adequately screened from public view. Once excavated human remains will not be exposed to public view.

Archiving

During this phase the results of the fieldwork will be collated for archiving. This will involve the following tasks.

- Indexing of site drawings and photographs
- Vernacular building records
- Processing and analysis of artefacts and environmental samples, if appropriate.

Note: The requirements for Archiving and Reporting will be reviewed in the light of the fieldwork results

Report production

A report will be produced which will describe the results of the desk-based study and the nature of the fieldwork undertaken, the circumstance and conditions under which it occurred and the results that were obtained. Production of the report will involve:

- Producing a descriptive text.
- Producing maps, scaled plans and section drawings.
- Selecting photographs.
- Report design.

- · Report editing.
- · Dissemination of the finished report.

The report will have the following contents:

- Summary
- Introduction Background, aims, methods
- Results of building building recording
 Results of building building recording descriptions
- Results of A concise non-technical summary of the results archaeological
- Discussion
 A discussion of archaeological findings in terms of both the site specific aims and the desk based research
- Specialists' Specialists' reports or assessments as appropriate reports
- Archive A summary of archive contents and date of deposition
- Appendices Copies of the Brief and WSI, context register
- Illustrations Location map

Site location plan

A drawing showing those areas examined as part of the

archaeological watching brief

Copies of relevant historical cartography & plans

Plans and drawings resulting from the historic building

recording

Plan and section drawings resulting from the

archaeological recording.

Finds drawings (if appropriate)

Illustrative photographs

Note: All plans will be tied to the national grid.

Contingency for analysis and publication

A contingency is made within the accompanying estimate for assessment for specialist analysis and full publication in an appropriate journal. The HEPAO will notify the contractor of such a need within four weeks of receipt of the report.

Report dissemination

The full report including all specialist assessments of artefact assemblages will be submitted within a length of time (but not exceeding six months) to be agreed between the applicant and HE, with copies supplied to the client (two), Cornwall and Scilly Historic Environment Record, the Isles of Scilly Museum and the Courtenay Library of the Royal Institution of Cornwall, River Street, Truro and national archive centres. A further digital copy shall be supplied on CD-ROM in 'Adobe Acrobat' PDF format. A draft will initially be submitted to the HEPAO for comment.

The report will be held by the Cornwall and Scilly Historic Environment Record and made available for public consultation. Additional copies will be submitted to the National Monuments Record *via* OASIS and to the Planning Department of the Council of the Isles of Scilly.

⁶ S:\Planning Applications\Planning Applications for year 2014\P-14-009\P-14-009 WSI Historic Building and Archaeological Recording.doc

Archive deposition

- An ordered and integrated site archive will be prepared in accordance with the Management of Research Projects in the Historic Environment (MoRPHE) (English Heritage 2006a) upon completion of the project. The requirements for final deposition of the project archive will be agreed by HEPAO and HE Projects.
- The archive including a copy of the written report will be deposited at the Isles of Scilly Museum within two months of the completion of the full report and confirmed in writing with the HEPAO.
- Completion of the English Heritage/ADS OASIS online archive index.
- A summary of the contents of the archive shall be supplied to the HEPAO.

Monitoring and Signing Off Condition

Monitoring of the project will be carried out by the HEPAO. Where the HEPAO is satisfied with the archive report and the deposition of the archive written discharge of the planning condition will be expected from the Council of the Isles of Scilly.

Notification of the start of work will be given in writing to the HEPAO as far in advance of its commencement as possible. HEPAO will monitor the work and will be kept regularly informed of the progress.

Any variations to the WSI in shall be agreed with the HEPAO in writing prior to them being carried out.

Monitoring points during the study will include:

- Approval of the WSI
- Completion of fieldwork. When this has been approved by the HEPAO, then it should be possible for the client to commence building works
- Completion of archive report
- Deposition of the archive

Timetable

The study is anticipated to be commenced during October or November 2013.

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.

Project team **HE Projects**

The project will be managed by Senior Archaeologist Charlie Johns (BA, MIFA). As a Senior Archaeologist with HE Projects (1991- present) Charlie has special responsibility for projects in the Isles of Scilly where he has worked on numerous projects: notably directing the excavation of the Bryher Iron Age sword and mirror burial in 1999 (Johns 2002-3); updating the popular archaeological field guide 'Scilly's Archaeological Heritage' (Ratcliffe and Johns 2003); managing the Tresco Playing Field watching brief for the Tresco Estate (Taylor and Johns 2009-10); compiling the Isles of Scilly Rapid Coastal Zone Assessment Survey for English Heritage (Johns et al 2004) and managing archaeological recording during construction of the off-island quays for the Duchy of Cornwall (Johns and Sawyer 2008), the St Agnes Affordable Housing site for the Cornwall Rural Housing Association (Taylor and Johns in preparation) and St Martin's Community Centre (Johns and Sawyer 2012).

Current projects include the management of Lyonesse Project, a four-year study of the evolution of the coastal and marine environment of Scilly and the preparation

of a Research Framework for the Historic Environment of Scilly (both for English Heritage). Since 2005 he has co-directed the 'Islands in a Common Sea' research project in Scilly with Dr Jacqui Mulville of Cardiff University (Johns and Mulville forthcoming; Johns *et al* 2006), and is currently an Honorary Research Fellow in Cardiff University's School of History and Archaeology and representative for Scilly on the CBA SW Committee.

The building recording and watching brief will be carried out by Katharine Sawyer or by suitably qualified staff from HE projects.

Katharine Sawyer MA, PhD is a freelance archaeologist based in St Mary's. Since 2000 she has undertaken archaeological watching briefs in Scilly and Cornwall, either independently or in association with HE Projects including: Hell Bay Hotel, Bryher (Sawyer et al 2003); Tresco Playing Field (Taylor and Johns 2009-10), Lower Benham Battery St Mary's (Johns and Sawyer 2005), the off-island quays refurbishment (Johns and Sawyer 2008). She has carried out building recording for the St Martin's Community Centre development (Johns and Sawyer 2012) and Buzza Tower, St Mary's (Sawyer and Johns forthcoming). She is also a tour guide and lecturer, leading guided walks, boat trips and short break holidays, and teaching adult education classes. As a Trustee of the Isles of Scilly she undertakes Identification of artefacts, interpretation and arrangement of displays. She has recently been awarded a PhD at the University of Exeter on the Setting and Function of the Neolithic and Bronze Age Chambered Cairns and Cists of the Isles of Scilly. For the purpose of this project Katharine will be sub-contracted by HE Projects.

Carl Thorpe BSc will undertake initial finds processing, identification and cataloguing and has carried out all similar work for Scillonian projects in the last two decades including the Isles of Scilly Electrification Project (Ratcliffe 1991), the Bryher cist burial, Tresco Playing Field and the off-island quays refurbishment. He is currently reassessing the pottery assemblage from the 1971 excavations at East Porth, Samson with a view to final publication in Cornish Archaeology (forthcoming).

Specialists

John Allan MPhil – Medieval/post-medieval pottery specialist: John is the leading authority on medieval and post-medieval pottery in south- west England and author of many publications. He will carry out the pottery assessment and analysis in the event of medieval or post-medieval pottery being recovered

Henrietta Quinnell BA, MIFA, FSA – Prehistoric, Roman, post-Roman pottery: Henrietta is a freelance pottery specialist and the leading authority on prehistoric pottery in the south-west. She will carry out the pottery assessment and analysis in the event of prehistoric pottery being recovered.

Claire Ingrem PhD- Animal bone specialist: Claire is an experienced freelance animal bone specialist who will carry out assessment and analysis of animal bone if required.

Julie Jones BA – Archaeobotanist: An experienced freelance archaeobotanical specialist based in Bristol, Julie has carried out palaeoenvironmental assessments and analyses for numerous HES projects.

Dana Challinor MA, MSc – Freelance Charcoal Specialist: Dana's main area of expertise is charcoal analysis and wood species identification, but she also has experience with charred plant remains. For her Masters degree she specialised in Archaeobotany and received a distinction for her dissertation on charcoal in Bronze Age cremation burials. She has produced numerous assessment and evaluation reports, as well as reports for publication in journal and monograph formats and was formerly Head of the Environmental Department at Oxford Archaeology. She

will undertake assessment and analysis of any suitable charcoal samples, including identification of samples suitable for radiocarbon dating.

Ralph Fyfe, PhD - Palynologist: Ralph is lecturer in environmental change in the School of Geography at the University of Plymouth. He has carried out numerous archaeological evaluations for a variety of organisations, including English Heritage, County Councils, National Parks and Archaeological Consultancies and will undertake assessment and analysis of pollen samples if required.

Laura Ratcliffe, BSc -Conservationist: The Royal Cornwall Museum, Truro: Laura graduated In Archeological Conservation from Cardiff University in 2001. Since then she has gained a wide variety of experience both on excavations and in a lab working on a wide variety of archaeological and historical material. She was formerly based at the Royal Cornwall Museum where she is the museum's Collections Manager. Laura will carry out the assessment and conservation of pottery and metalwork on a free lance basis if required.

Radiocarbon Dating Laboratory, Scottish Universities Environmental Research Centre (SUERC): Samples for radiocarbon dating will be sent to SUERC.

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 100 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 is a Registered Organisation with the Institute for Archaeologists and follows their Standards and Code of Conduct.

As part of Cornwall Council, the HES 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 HE 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 Charlie Johns 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.

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 the 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 and also the Council for British Archaeology's Handbook No. 6 *Safety in Archaeological Field Work* (1989).

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 and Professional Negligence Insurance

References

- English Heritage 2001. Centre for Archaeology Guidelines: Archaeometallurgy, English Heritage
- English Heritage, 2004. *Centre for Archaeology Guidelines: Environmental Archaeology*, English Heritage
- English Heritage, 2004. *Centre for Archaeology Guidelines: Geoarchaeology*, English Heritage
- English Heritage, 2006a. *Management of Research Projects in the Historic Environment (MoRPHE)*, English Heritage
- English Heritage, 2006b. *Understanding Historic Buildings: A guide to good recording practice.* English Heritage, Swindon
- IFA, 2001a. Standards and Guidance for Archaeological Watching Briefs, IFA
- IFA, 2001b. Standards and Guidance for the collection, documentation, conservation and research of archaeological materials, IFA
- Land Use Consultants. 1996. *Isles of Scilly Historic Landscape Assessment and Management Strategy*, Cornwall County Council
- Johns, C, 2002-3. An Iron Age Sword and Mirror Burial from Bryher, Isles of Scilly, Cornish Archaeol 41-42
- Johns, C, Berry, E and Edwards, B, 2007. The Samson Buildings Project 2006-7, Samson Isles of Scilly: Lichen Assessment, Archaeological Recording and Building Consolidation, HES, Truro
- Johns, C, Larn R and Tapper, BP, 2004. Rapid Coastal Zone Assessment Survey of the Isles of Scilly', HES, Truro
- Johns, C and Mulville, J, forthcoming. *Islands in a Common Sea: Fieldwork in Scilly September 2005*, HES, Truro
- Johns, C and Sawyer, K, 2005. Lower Benham Battery, The Garrison, St Mary's, Isles of Scilly: Archaeological Recording, HES, Truro
- Johns, C and Sawyer, K, 2008. *Isles of Scilly Off-island Quays Refurbishment,:*Archaeological Recording, HES, Truro
- Johns, C, Sturgess, J, and Shepherd, F, 2010. The new Five Islands School Base proposed site, Carn Gwaval, St Mary's Isles of Scilly: archaeological assessment, evaluation and building recording, Truro (Historic Environment Projects, Cornwall Council)
- Johns, C and Quinnell, H, forthcoming. Two Nested Bronze Age Vessels from St Agnes, Isles of Scilly, *Cornish Archaeol*
- Markham, P, 2012. Brief for Archaeological Recording, Land rear of Reading Room, Middle Town, St Martin's, Isles of Scilly, Cornwall Council
- Neal, D S, forthcoming. The 1970/1 excavations at East Porth, Samson, *Cornish Archaeol*
- Ratcliffe, J, 1991. Lighting up the Past in Scilly, Institute of Cornish Studies and Cornwall Archaeological Unit
- Ratcliffe, J and Johns, C, 2003. Scilly's Archaeological Heritage, Twelveheads Press

- Taylor, S R, and Johns, C, in prep. Archaeological investigations at Higher Town, St Agnes, Isles of Scilly 2009-10, *Cornish Archaeol*
- Taylor S, and Johns, C, 2009-10. Archaeological recording on the site of the new sports field at Dolphin Town, Tresco, Isles of Scilly, *Cornish Archaeol*, **48-49**, 99-126

Charles Johns
Senior Archaeologist
25 June 2013
Historic Environment Projects
Cornwall Council
Fal Building, New County Hall,
Treyew Road, Truro, Cornwall. TR1 3AY

Tel: 01872 322056 Fax: 01872 323811

Email: chjohns@cornwall.gov.uk