

Cornwall Archaeological Unit Cornwall Council



Penryn Town Hall Analytical Buildings Record (Level 3)

Project design



Executive summary

This document comprises a project design for a historic building recording of Penryn Town Hall, along with related structures.

1 Introduction and Scope

Penryn Town Hall (Figure 1) is a Grade II* Listed Building (List Entry Number: 1280314) located in the centre of Penryn, Cornwall. It is situated at NGR SW 78488 34403 and 24m OD. The scope of the project will also include walls and railings beside the town hall, which are included in its listing, a medieval cross which is a Scheduled Ancient Monument (List Entry Number: 1020451) as well as a Grade II Listed Building (List Entry Number: 1187644), and a telephone kiosk which a Grade II Listed Building (List Entry Number: 1206295).

The Town Council have identified the need for undertaking a historic building survey at the Town Hall, in order to gain a fuller understanding of the building in their care, and to help inform its ongoing management and conservation.

The project can be placed within several of Historic England's research agendas (2017). The project will aim to contribute to research questions in the #understand, #inspire and #conserve themes.

This document sets out Cornwall Archaeological Unit's (hereafter CAU) proposal for the historic building recording.



Figure 1 Modern map of the site with the project extent outlined in blue, the town hall outlined in red, listed buildings shaded yellow and the scheduled ancient monument shaded green.

1.1 Brief history of the site

Penryn Town Hall began as a 17th century market building (Historic England 1994) and was built on the site of the Chapel of the Blessed Virgin Mary/St Anne. The chapel was in existence by the 14th century and was abolished in 1549 (Cornwall & Scilly HER 2012a). The crypt of the chapel was used as a market house, and the chapel was replaced by a new market house in the 17th century. It is not known whether any of the chapel's fabric survives. It is thought that the initial 17th century market house was a single storey building. In the 18th century a second floor was added to the building to include the town hall and lock-up. In the 19th century the building was extended on the east and west ends, with a clock tower being added on the west end. Basement level openings on the north side of the building are dated 1835 (Cornwall & Scilly HER 2012b). A medieval cross was erected next to the building in 1895 when the town Fish Market was demolished (Cornwall & Scilly HER 2012c). In the 20th century a telephone kiosk was erected to the east of the Town Hall. The site is flanked on the east and west by retaining walls where the high street is temporarily split over two levels. The west wall has railings atop it which are included in the listing, and steps near the entrance to the Town Hall. The east wall also has a flight of steps and incorporates a well beneath the medieval cross.

1.2 Summary of products and tasks

The primary products produced by this work will be:

- A report summarising and detailing the findings of the research and fieldwork.
- A digital archive of photographs, AutoCAD drawings and 3D model(s) to be deposited with the Archaeology Data Service (hereafter ADS) and disseminated.
- A summary of the findings presented as a display board in the museum, along with a temporary board in the library and a public presentation.

The principal task groups are:

- Preliminaries and project design
- Background research
- Building survey (fieldwork)
- Post fieldwork archiving and drawings
- Archive report
- Project management
- Public outreach

Details of the tasks within these groups can be found in Section 6.4.1.

1.3 Interfaces and partnerships

There are no other relevant projects or initiatives at this time however it is hoped that this project might lead to surveys of other community buildings in Penryn.

2 Aims and objectives

The aim of this project is to undertake and produce a historic building record of the Town Hall and associated structures including the medieval cross, well, telephone kiosk, retaining walls, railings and any historic surfaces. This will provide an understanding of the historic development of the building and highlight the most significant elements of the building. This will help inform future maintenance and management of the building and its curtilage.

The survey will be undertaken to Level 3 standard (Analytical Buildings Record) as defined by Historic England (2016, p. 26).

The key objectives of the work are to:

- To create a Level 3 historic buildings record of all of the external and internal spaces of the Town Hall and all associated retaining walls, surfaces and features

within the project area. This will create a source of information from which any future management or development can be informed.

- To assess the origin, construction and development of the building with the intention of establishing its significance both as a discrete individual structure and with regard to its relationship with the town landscape.

3 Business case

The recording of the Town Hall will enhance the ability for the owners to conserve and maintain the building. Gaining an understanding of the development of the building will enhance the ability to care for it and open opportunities for public outreach.

If in the future The Town Council decides or is required to make alterations or repairs to the building, which is Grade II* and located within a conservation area, it is likely that when planning permission be sought, the planning permission would probably contain a condition along the lines of the following:

No development or conservation works shall commence until a programme of historic building recording work including a Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing.

The scheme shall include an assessment of significance and research questions, and:

1. The programme and methodology of site investigation and recording
2. The programme for post investigation assessment
3. Provision to be made for analysis of the site investigation and recording
4. Provision to be made for publication and dissemination of the analysis and records of the site investigation
5. Provision to be made for archive deposition of the analysis and records of the site investigation
6. Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation

The historic building recording condition will normally only be discharged when all elements of the WSI including on site works, analysis, report, publication (where applicable) and archive work has been completed (Sturgess, 2022, p. 2).

By undertaking the work at this time, it ensures that should any alterations or repairs need to be undertaken on the building in the future, the work will not need to be delayed by a similar survey.

The project falls under three of Historic England's research themes (2017).

Under the #understand theme, the project will aim to answer the following urban and public realm question:

- How much unrecognised medieval building form and fabric is hidden within later redevelopment of structures in historic towns? (Historic England, 2017, p. 10).

Under the #conserve theme, the project will aim to provide answers to two questions relating to buildings and landscape:

- How can we identify building materials used and understand their performance, causes and rates of deterioration, and develop non-destructive techniques for assessing condition and diagnosing faults in building fabric and structures? (Historic England, 2017, p. 34).
- How do we ensure the mitigation of harm to heritage assets from catastrophic threats and emergencies, such as fires, flooding, or structural failure? (Historic England, 2017, p. 34).

Under the #inspire theme, the project will aim to contribute to the following question in the audience research category:

- How do people, in a personal or a professional capacity, receive and use information, knowledge and insights which emerge from the study and care of the historic environment? (Historic England, 2017, p. 44).

4 Dissemination and archive

4.1 Report

A report will be created in accordance with the project design so summarise and detail the results of the fieldwork. A digital and print copy of the report will be provided to the town museum (housed within the Town Hall), a print copy to the town library, a print copy to the Archive and Cornish Studies Service, Kresen Kernow, Redruth and a digital copy of the report will be provided to the Cornwall and Isles of Scilly HER. The report title is envisaged to be the following:

Motley, C., (date) *Penryn Town Hall, Cornwall, Historic Building Record*. Truro: Cornwall Council.

The completed report will include the following:

- **Acknowledgements.**
- **Contents list.**
- **Figure list.**
- **Summary.**
- **Introduction:** To include the project's background, objectives and scope, the methodology, description of the site and the relevant local topography, geology, ownership and designations.
- **Historical background:** To include a synthesis of the development of the site and buildings from the earliest extant evidence to the present day including its historical relationship to other buildings in the vicinity, its uses and related processes and the wider urban landscape context.
- **Historic development of the buildings:** A written description of the phased development of the building through time, accompanied by and illustrated with coloured floorplans.
- **Building survey results:** Descriptions of the rooms will be given and cross-referenced to relevant drawings and photographs. The descriptions will include the following:
 - An overall description of the building as existing, then a description of each elevation, in a clockwise order, starting with the principal elevation, and a gazetteer of each room describing its fixtures fittings and finishes, dating these where possible.
 - A description of its current relationship with other buildings in the town, where relevant, considering both the interior and exterior of the building.
- **Interpretation and significance of the building.** This will include an analysis of the architectural structure, historic phasing, changing of function and dating where possible.
- **Analysis of current condition and risks.** This will accompany the room-by-room gazetteer and will identify any obvious condition faults to the historic fabric.
- **Conservation and management objectives:** To include review of the existing land and building uses, management issues and provide relevant recommendations for future management. This will highlight features that have been identified as crucial to the historic integrity and character of the building, or are of particular importance, and that must not be lost, and identify features that might be less significant. Consideration will be given to access, interpretation and presentation and potential future archaeological work including monitoring. These will be submitted to the relevant curator or archaeologist for approval before the report is finalised.
- **Illustrations:** To include a site location map, map showing extent of area designations, historic maps, plans, illustrations and photographs (including relevant aerial photographs), annotated building elevations, phase plans and profiles of moulding.
- **Photo direction plans and an index to the photographic archive.**
- **Bibliography.**

- **Archive:** To detail the contents and location of the archive, and an archive recording form and archaeological project record form will be completed.

4.2 Archiving

The survey archive, including drawings, photographs, and research and field notes will be finalised and then appropriately catalogued and handed over to the staff at the Town Council.

All archive materials will be prepared for long term storage. This will include:

- Completion of the Historic England OASIS record (online access to archaeological investigations), including uploading of the report.
- Uploading the photographic archive to ADS, along with AutoCAD drawings and 3D models where appropriate.
- A print copy will be deposited in the Archive and Cornish Studies Services, Kresen Kernow and a digital copy provided to the Cornwall and Isles of Scilly HER.

4.3 Public engagement

Upon completion of the report, a talk will be given to the public within the town hall, enhanced by a PowerPoint presentation illustrating the findings with photographs and plans to illustrate the findings. Opportunity will be given for the attendees to ask questions about the work. A permanent display will be created in the museum to illustrate and summarise the findings with plans and photographs as appropriate. If possible, a similar temporary display board will also be placed in the town's library.

4.4 Deliverables

A digital copy of the report will be sent to the client along with digital photos and any electronic drawings and 3D models that have been created as part of the project.

Standardised electronic formats will include:

- DOCX Word processed material including the report and other site documents
- JPEG and DNG Photographs, images
- DWG Measured drawings in AutoCAD 2024 format
- PDF Report copies, copies of drawings
- OBJ, MTL and PNG 3D models

5 Methods statement

5.1 Preparation of project design

This project design for the historic building record (in accordance with CIfA guidelines) has been prepared for submission to The Town Council to be agreed in writing before the work is carried out.

5.2 Review of current information and archive research

This first step of the work will collate information from all existing archives and records and undertake research at these archives, as well as from other accessible and relevant primary and secondary documentary sources such as maps, aerial imagery, previous surveys and historic research relating to the town hall as well as wider Penryn. Historic newspapers, trade directories and published histories will be consulted. The research will

encompass the history of the building's ownership, known phases of structural development and the development of the surrounding historic townscape. The archives and collections which will be consulted for documentary resources, including pictorial material and maps, will include all of those specified in this project design as well as any others which are found during the course of the research.

NB. In order to maintain the project within time and budget thresholds, it is proposed that the documentary research will focus on sources likely to provide substantial detail regarding the Town Hall and its curtilage. This means that research will prioritise sources such as maps, surveys, historical descriptions, pictorial depictions, antiquarian and topographical accounts, and shall not generally include speculative 'trawls' through undescribed accounts, correspondence, minutes, and similar records unless these are clearly signposted in the archive descriptions as potentially useful. Where specific important dates have been identified in the building's development, documents such as meetings minutes and accounts books will be targeted for specific dates.

Copies of all available historic maps will be used, copyright allowing, to show the evolution of the building, along with plans, drawings and photographs. These will be laid out in the document in chronological order.

5.3 Historic building record

The intention of the project is to produce the equivalent of a Level 3 historic building survey, as defined by Historic England. As stated, the recording work will include the main town hall, scheduled cross, telephone box, well and associated steps, retaining walls, railings and surfaces.

Pre-fieldwork

- As stated above this will include desk-based research; including mapping, Cornwall Council Historic Environment Record, previous reports and internet searches, local and national archives (where available digitally) and any records located within the museum's collections (located within the Town Hall).

Fieldwork

- Several survey drawings including elevations and floorplans have been created of the Town Hall. These are only available as scans and so they will be redrawn and updated in AutoCAD 2024 to represent the current layout of the building. Once this has been completed, printed copies of the drawings will be taken to site and annotated to show changes in build, with phasing, blocked openings and other architectural and construction details added to enhance the detail and accuracy of the drawings.

The following details will be added to annotated drawings:

All openings

All blocked openings

Changes in build

Structural relationships where clear

Permanent fixtures

Any other significant features

- The work will include a photogrammetric (structure from motion) survey of the exterior of the building, as well as any internal walls, floors or ceilings which are complex enough to warrant a higher level of recording. Due to the Town Hall being surrounded by roads, pavements and shops, it will not be possible to safely fly a drone to undertake the photogrammetric survey. All of the images used to create the survey will have to be taken from ground level, and as such the survey will only include the basement, ground floor and first floor elevations of the building. It will not be possible to survey the roofs and upper stories in the tower. The survey will be presented in the report as a series of orthographic elevation photos of the exterior of the building, as well as any interior details that have

been recorded. The 3D model or models created as part of the survey will be uploaded to the sketchfab.com website, with a link embedded within the report, and a copy of it provided to The Town Council. The photogrammetry will be undertaken as part of the site photography.

- Photogrammetric recording will also be used to create profile drawings of historic mouldings recorded during fieldwork, such as window mullions, cornices and overmantels, where these are considered significant.
- Colour photographs of exterior elevations along with each interior room space and architectural details will be taken. The images will be taken with a Nikon D850 digital single lens reflex camera equipped with one of the following lenses, as appropriate for the composition:

14-24mm f/2.8

50mm f/1.8

105mm f/2.8

The 50mm lens will be used where possible as this lens results in the minimum amount of distortion. All photographs (when practical) will be taken on a tripod to prioritise sharpness and minimise noise caused by high ISO levels. Photographs will include a metric scale bar, except where Health and Safety considerations make this impractical, or where it would be impossible to include one. Photo direction plans showing the images included in the report and archive will be included in the report. Photo coverage will include:

General views of the building showing it within its context

Images of each elevation

Images of every internal wall, floor and ceiling

Individual features of interest, e.g., fireplaces, stairways, decorated ceilings and fittings, including distinctive door and window furniture and other architectural decorative features.

- Descriptions of the building will be made in note form and by annotation of plans and elevations to record its fabric and construction, its phased development through time and architectural details. The interior will be described room by room.

Written descriptions for the building will include the following:

Exterior:

Roof, shape, covering materials, style

Walls, materials, bonding, blocked openings, lintels, recesses, abutments/relationships to other walls/structures, features

Chimneys- materials, shape, pots, etc.

Anything else of relevance

Interior – a room by room record referenced to numbered plan (if existing room numbers exist these will be used in the report), including, under separate subheadings:

Walls

Fireplaces

Doors, windows and other fixtures and fittings

Floors

Ceilings

Roof structure

Machinery or evidence for its former existence.

6 Resources and programming

The work is scheduled to commence in either May 2025 or May 2026.

Prior to this the project design will be delivered to and be agreed with The Town Council before implementation.

It is anticipated that the fieldwork element will require two day's work on site (in June or July), with finalisation of the report expected in November 2025/2026.

6.1 Proposed project team

The project team is expected to include the following:

Project executive – Connor Motley BA ACIfA

Connor Motley will be responsible for the projects outcome and make the final decisions on the project's direction.

Project management – Connor Motley BA ACIfA

Connor Motley will also take the role of project manager and oversee the day-to-day operations of the project.

Experts – Connor Motley BA ACIfA and Jo Sturgess BA MCIfA

The historic buildings expert will principally be Connor Motley with advice provided by Jo Sturgess.

Project assurance – Jo Sturgess BA MCIfA and Dr Andy Jones FSA MCIfA

Jo Sturgess and Andy Jones will form the project assurance board and monitor the progress of the project against the timeframe, guidance and standards.

Connor Motley BA ACIfA (Assistant archaeologist at CAU)

(To assist with carrying out pre-fieldwork, fieldwork and post-fieldwork tasks)

Assistant Archaeologist Connor joined the team in 2019 after graduating from the University of York with BA (Hons) in Archaeology. Connor is experienced in archival research and in historic building recording with a good knowledge of architectural and building history. He has a wide range of archaeological experience having undertaken in surveys, excavations and post-excavation in England, Wales and Cornwall. Since joining CAU he has been assisting with historic building projects, watching briefs and excavation, and developing his knowledge of AutoCAD, measured survey and photogrammetry.

Joanna Sturgess BA MCIfA (Senior archaeologist at CAU)

(To manage the project and carry out pre-fieldwork, fieldwork and post-fieldwork tasks)

Senior Archaeologist at CAU with a wide range of experience in recording historic buildings, landscapes, excavation, post-excavation and characterisation. Expertise includes use of Total Station, CAD software and GIS. Holder of a CSCS card and qualified first aider.

Dr Andy Jones FSA MCIfA (Principal archaeologist at CAU)

Andy has extensive experience in running a wide range of projects from inception through to publication. These include, in particular, development-related assessments, evaluations and excavations, as well as research and community projects.

6.2 Management responsibilities

Day-to-day and high-level management will be undertaken by Connor Motley. Should he not be available due to illness etc. then Jo Sturgess will be the second point of contact and will undertake communication and management of the project in his absence. All

members of staff will be answerable to Jo Sturgess and Andy Jones as the project assurance board. Communication with The Town Council will be undertaken primarily by email so that there is a written record of the information and arrangements made between the client and the contractor. Communication will also be made face-to-face and over the telephone where required. If a large number of stakeholders wish to be involved in the communications, then the contractor will set up online Microsoft Teams meetings to include all parties involved including the three staff members from CAU.

6.3 Accommodation, facilities and equipment

Due to the close proximity of Penryn to CAU's office in Truro, accommodation will not be required.

Facilities i.e. toilets, break room etc, will not be required as the town hall contains facilities for staff (toilets and small kitchen). Parking is available on site however this will be avoided to minimise the number of vehicles included in the survey photographs. There are three pay and display car parks nearby as well as on-street parking.

The site survey will require the following equipment:

A3 drawing board, pencils (4H and HB), drafting film, paper copies of the existing drawings and a scale ruler.

Nikon D850 DSLR camera and lenses (14-24mm f/2.8, 50mm f/1.8, 105mm f/2.8).

Tripod for camera – due to the use of a tripod and the high specification of the camera, an on or off-camera flash will not be required, however an external light source may be used for dark areas such as the basement and roof space.

Laser measure, tape measure and metric scale bar.

6.4 Products, tasks and timetable

6.4.1 Task list

This table details the tasks within the task groups laid out in Section 1.2. The base cost of each task is provided but this does not account for additional costs such as materials, archive charges, administrative fees and overheads. A full breakdown of costs can be found in Appendix 2.

Task no.	Aims	Task	Performed by	Days	Base cost
Task group: preliminaries and project design					
1		Project set up/liaison	Connor Motley	0.5	£185.00
2		Produce project design	Connor Motley	2	£470.00
3		Risk assessment	Connor Motley	0.25	£58.75
Task group: background research					
4		Historic maps, archive searches	Connor Motley	1	£235.00
5		Cornwall HER, Kresen Kernow, etc	Connor Motley	1	£235.00
Task group: building survey (fieldwork)					
6		Prepare scaled drawings and fieldwork preparation	Connor Motley	1	£235.00

7		Photographic survey (including photogrammetry)	Connor Motley and Jo Sturgess	1	£605.00
8		Annotate plans and elevations	Connor Motley and Jo Sturgess	0.5	£302.50
9		Descriptions	Connor Motley and Jo Sturgess	0.5	£302.50
Task group: post fieldwork archiving and drawings					
10		ADS photograph archiving	Connor Motley	1	£235.00
11		Create annotated and phase drawings	Connor Motley	1	£235.00
12		OASIS online archive record	Connor Motley	0.5	£117.50
Task group: archive report					
13		Building survey text	Connor Motley	4	£940.00
14		Illustrations and captions	Connor Motley	2	£470.00
15		Editing (report author)	Connor Motley	1	£235.00
16		Editing (project assurance)	Jo Sturgess and Andy Jones	1.5	£607.50
17		Report finalisation/printing	Connor Motley and Andy Jones	0.5	£117.50
Task group: project management					
18		Fieldwork monitoring/client liaison/draft consultation	Connor Motley, Jo Sturgess and Andy Jones	1	£405.00
19		Report sign off	Jo Sturgess and Andy Jones	0.5	£202.50
20		Check archive, liaison etc	Connor Motley and/or Jo Sturgess	0.5	£202.50
Task group: public outreach					
21		Creation of display board content	Connor Motley	1	£370.00
22		Talk in the evening/weekend including preparation	Connor Motley	1	£370.00

6.4.2 Gantt chart

See Appendix 1.

6.4.3 Budget and resources

See Appendix 2.

6.4.4 Health and safety statement

See Appendix 3.

6.5 Cornwall Archaeological Unit

CAU is a part of Cornwall Council. The organisation currently has 13 project employees with an expansive range of knowledge, bringing forward about 120 projects per year.



Standards

CAU, as a Registered Organisation in the Chartered Institute for Archaeologists follows the Cifa Standards and Code of Conduct guidance.

<http://www.archaeologists.net/codes/ifa>

Contract

CAU is part of Cornwall Council. Should CAU be appointed to undertake this work, the contract will be between the client and Cornwall Council.

The recommendations and opinions given in the report shall be those of the author and will be presented in good faith on the basis of professional judgement and on information currently available.

Freedom of Information Act

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

Health and safety statement

CAU follows Cornwall Council's *Statement of Safety Policy*.

Prior to carrying out the on-site work CAU will carry out a Risk Assessment. This is included in Appendix 3.

Insurance

CAU is covered by Cornwall Council's Public and Employers Liability Insurance, with a policy value of £50m. The Council also has Professional Negligence insurance with a policy value of £10m.

Connor Motley

Assistant Archaeologist, Cornwall Archaeological Unit

2nd May 2024

Cornwall Archaeological Unit

Cornwall Council

New Lodge, Penmount, Truro, Cornwall, TR4 9AA

Tel: (01872) 324209

Email: cau@cornwall.gov.uk Web: www.cornwall.gov.uk/archaeology

7 Bibliography

Cornwall & Scilly HER (2012a) *Penryn - medieval chapel - 18647*. Available at: https://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=MCO10106&resourceID=1020. Accessed 27 March 2024.

Sturgess, J. (2022) *Farm buildings at Boswarthen, Sancreed, written scheme of investigation for historic building recording and archaeological watching brief*. Truro: Cornwall Council.

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Historic England (2017) *Research agenda*. Swindon: Historic England. Available at: <https://historicengland.org.uk/images-books/publications/he-research-agenda/research-agenda/>. Accessed 02 May 2024.

8 Appendix 1 – Project Gantt chart

This Gantt chart lays out the expected timetable of the tasks listed in 6.4 Products, tasks and timetable. Note that Tasks 2 and 3 are omitted from the timetable because they have been completed as part of this project design.

Task nos.	Task	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22	Total	Day rate	Base cost	
1	Project set up/liasion	0.5																						0.5	370	185	
2	Produce project design - completed																							0	235	0	
3	Risk assessment - completed																							0	235	0	
4	Historic maps, archive searches		1																					1	235	235	
5	Cornwall HER, Kresen Kernow, etc			1																				1	235	235	
6	Fieldwork preparation				1																			1	235	235	
7	Photographic survey - assistant rate					1																		1	235	235	
7	Photographic survey - manager rate						1																	1	370	370	
8 & 9	Descriptions/plans - assistant rate							1																1	235	235	
8 & 9	Descriptions/plans - manager rate								1															1	370	370	
10	ADS photograph archiving									1														1	235	235	
11	Create annotated, phased drawings										1													1	235	235	
12	OASIS online archive record										0.5													0.5	235	117.5	
13	Building survey text											1	1	1	1									4	235	940	
14	Illustrations and captions															1	1							2	235	470	
15	Editing (author)																	1						1	235	235	
16	Editing (project assurance)																		1	0.5				1.5	405	607.5	
17	Report finalisation																			0.5				0.5	235	117.5	
18	Fieldwork monitoring etc																				1			1	405	405	
19	Report sign off																					0.5		0.5	405	202.5	
20	Check archive																					0.5		0.5	405	202.5	
21	Creation of display board content																						1	1	370	370	
22	Preparing for and delivering talk																							1	1	370	370
Total person days		0.5	1	1	1	2	2	1	1	0.5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	23		6607.5

9 Appendix 2 – Project budget and resources

The following lays out the estimated cost for the project, the first page being a summary of the task groups, with specific task and other costs listed on the following page.

Cornwall Archaeological Unit
Cornwall Council



Project Quotation

Project Name: Penryn Town Hall historic building recording
Client: The Town Council
Client contact: Joe Bloggs
Tel: 00001 000001
Email: joe.bloggs@ttc.org.uk

Quotation summary

Preliminaries and project design	£	713.75
Background research	£	488.37
Building survey (fieldwork)	£	1,620.30
Post fieldwork archiving and drawings	£	587.50
Archive report	£	2,420.00
Project management	£	810.00
Public outreach	£	740.00
Overheads & Administration @ 2%	£	132.80
Total excluding VAT		£ 7,512.72
VAT at 20%	£	1,502.54
Total including VAT		£ 9,015.26

Notes

- All costs are valid until 31st March 2025 and unless otherwise stated are subject to VAT at 20%
- Additional days (at 7.4 hrs per day) are charged at £370, plus cost of travel, materials etc

Connor Motley
Assistant Archaeologist
27/03/2024

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connor.motley@cau.org.uk

Task and cost breakdown

Preliminaries and project design

	Staff	Days	Daily rate	Cost		
Project set up/liason	1	0.5	£ 370.00	£ 185.00		
Produce project design	1	2	£ 235.00	£ 470.00		
Risk assessment	1	0.25	£ 235.00	£ 58.75		
					£	713.75
Subtotal					£	713.75

Background research

	Staff	Days	Daily rate	Cost		
Historic maps, archive searches	1	1	£ 235.00	£ 235.00		
Cornwall HER, Kresen Kernow, etc	1	1	£ 235.00	£ 235.00		
					£	470.00

Travel

Truro-Redruth rtn @ £0.45/mile				£ 8.37	£	8.37
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Other costs

Kresen Kernow photographic charge				£ 10.00	£	10.00
Subtotal					£	488.37

Building survey (fieldwork)

	Staff	Days	Daily rate	Cost		
Prepare scaled drawings and fieldwork prep	1	1	£ 235.00	£ 235.00		
Photographic survey	1	1	£ 235.00	£ 235.00		
Photographic survey	1	1	£ 370.00	£ 370.00		
Annotate plans and elevations	1	0.5	£ 235.00	£ 117.50		
Annotate plans and elevations	1	0.5	£ 370.00	£ 185.00		
Descriptions	1	0.5	£ 235.00	£ 117.50		
Descriptions	1	0.5	£ 370.00	£ 185.00		
					£	1,445.00

Travel

Truro-Penryn rtn x2 @ £0.45/mile				£ 15.30	£	15.30
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Other costs

ADS archive charge				£ 150.00		
materials				£ 10.00		
					£	160.00
Subtotal					£	1,620.30

POST FIELDWORK COSTS

Important: To be reviewed in light of results from fieldwork

Post fieldwork archiving and drawings

	Staff	Days	Daily rate	Cost		
ADS photograph archiving	1	1	£ 235.00	£ 235.00		
Create annotated and phase drawings	1	1	£ 235.00	£ 235.00		
OASIS online archive record	1	0.5	£ 235.00	£ 117.50		
					£	587.50
Subtotal					£	587.50

Archive report

Staff costs

	Staff	Days	Daily rate	Cost		
Building survey text	1	4	£ 235.00	£ 940.00		
Illustrations and captions	1	2	£ 235.00	£ 470.00		
Editing	(report project assurance)	1	£ 235.00	£ 235.00		
Report finalisation/printing	1	1.5	£ 405.00	£ 607.50		
	1	0.5	£ 235.00	£ 117.50		
					£	2,370.00

Material Costs

Report reprographic/printing				£ 50.00		
					£	50.00
Subtotal					£	2,420.00

Project management

	Staff	Days	Daily rate	Cost		
Fieldwork monitoring/client liaison/draft consultation	1	1	£ 405.00	£ 405.00		
Report sign off	Project assurance	1	£ 405.00	£ 202.50		
Check archive, liaison etc	Project ass	1	£ 405.00	£ 202.50		
					£	810.00
Subtotal					£	810.00

Public outreach

	Staff	Days	Daily rate	Cost		
Creation of display board content	1	1	£ 370.00	£ 370.00		
Talk evening/weekend incl prep	1	1	£ 370.00	£ 370.00		
					£	740.00
Subtotal					£	740.00

10 Appendix 3 – Health and safety statement

Cornwall Archaeological Unit Health and Safety Risk Assessment Record

Project Name: Penryn Town Hall historic buildings record

Type of Project: Property visit (site assessment for HIA/HBR)

Project Officer undertaking the work:

Name: Connor Motley **Contact no:** 07484937453

Fieldwork dates: June/July 2025/2026

Project No: HBR001

Town/Village: Penryn **Site area postcode:** TR10 8LT

Location of site:

Site Information	
Location (NGR)	SW 78488 34403
What 3 words	///exploring.trespass.performs
Description	Town hall and pavements
Expected site conditions	Interior well maintained, road and pavements.

Site map Location:



Lone Worker Procedures

Will lone worker procedures be in place?	Yes
Nominated CAU contact (buddy/project manager/CAU line manager)	Jo Sturgess
Method of contact (e.g., mobile/ WhatsApp)	Mobile phone
Agreed contact procedure (e.g., confirm site visit 24 hours beforehand, call/message when arriving at and leaving site)	Contact on arrival to and leaving from site
Current first aid kit/bivvy bag/gps tracker allocated?	No – first aid on site

Persons affected (tick as appropriate)

Category	Number	Worker classification	Tick appropriate as
Employees	1	Experienced	✓
Other staff		Inexperienced	
Volunteer		Disabled	
Work experience			

Identify ALL hazards. Tick ✓ if hazard present/requires control.

Physical Injury Hazards		Physical Agents		Manual Handling	
Buried services		Ionising radiation		Lifting and moving objects	✓
Gases/fuels		Lasers	✓	Electrical	
Unstable ground		Ultraviolet light		Buried cables	
Unstable structures		Very hot/cold objects		Overhead cables	✓
Demolition		Noise		Miscellaneous	
Access equipment	✓	Vibration		Poor/absent welfare facilities	
Slips, trips or falls	✓	Arc welding		Lone working	✓
Vegetation conditions		Hazardous substances		Stress	
Boggy ground, etc.		COSHH substances		People	✓
Tidal ground		Soil contamination		Animals	✓
Steep ground		Human remains		Severe weather	✓
Coastal/clifftop ground		Animal remains	✓	Restricted access	✓
Drowning		Sewage/effluent		Confined spaces	✓
Projecting objects	✓	Micro-organisms	✓	Equipment/tools	
Mobile plant		Vermin/Weils disease	✓	Poor/non-existent mobile signal	
Dust	✓	Stings, bites etc.	✓	Traffic	✓
Moving machine parts				Other (Specify)	
Unstable trenches					
Falls from heights	✓				
Fire explosion					
Portable tools					

Risk evaluation (see above checklist and enter appropriate score)

Risk	A: Likelihood of harm			B: Severity of injury			Risk total
Score	Unlikely 1	Possible 2	Likely 3	Slight 1	Serious 2	Major 3	Multipl y Column s A x B
Physical injury		✓				✓	6
Physical agents		✓		✓			2
Hazardous substances		✓				✓	6
Manual handling		✓			✓		4
Electrical	✓					✓	3
Miscellaneous		✓				✓	6

Significant risks identified (risk evaluations over 5)

Access equipment – ladders will be needed to access roof spaces. CAU has a telescopic ladder however any solid ladders located at the site will be used where possible.

Falls from height – there will be use of ladders and roofs may be accessed where access is possible. The house is 4 storeys.

Possibility of weils disease, legionnaires etc from basement and attic areas.

Traffic.

Protective and preventative measures to be taken (add/subtract as needed)

			Residual Potential for harm		
Type of hazard	Who may be harmed	Control Measures	Likelihood	Severity	Risk
Physical Injury Hazards					
Access equipment	Site staff	Ensure that freestanding ladders are not used unless accompanied by another person.	2	3	6
Slips, trips, falls	Site staff	Wear steel toe and sole work boots, do not walk backwards when taking photographs. Do not approach edge of roofs etc. Use ladder safety as above.	2	3	6
Projecting objects	Site staff	Wear steel toe and sole work boots, do not walk backwards when taking photographs. Do not approach edge of roofs etc. Use ladder safety as above.	1	3	3
Dust	Site staff	Minimise time spent in dusty areas such as attics and avoid disturbing detritus as far as possible.	2	1	2
Falls from height	Site staff	Wear steel toe and sole work boots, do not walk backwards when taking	2	3	6

		photographs. Do not approach edge of roofs etc. Use ladder safety as above.			
Physical Agents					
Lasers	Site staff	Do not look into the laser measure or point it at people.	2	1	2
Hazardous Substances					
Animal remains	Site staff	Do not touch any animal remains encountered. Wash hands before eating and drinking.	2	2	4
Micro-organisms	Site staff	Wash hands before eating and drinking. Avoid touching dirty surfaces.	2	3	6
Vermin/weils disease	Site staff	Wash hands before eating and drinking. Avoid touching dirty surfaces. Wear gloves if necessary.	2	3	6
Stings bites etc	Site staff	Seek first aid if bit or stung. No known allergies.	1	1	1
Manual Handling					
Lifting and moving objects	Site staff	Bend knees when lifting and moving objects. Do not lift or move anything that is too heavy.	2	2	4
Electrical					
Overhead cables	Site staff	Possibility of exposed cables in the buildings. Do not approach, and do not lean equipment the against or near cables.	1	3	3
Miscellaneous					
People	Site staff	The site is open to the public on certain days. Any issues with the public should be deferred to a member of the house staff. Return to the building if any issues are encountered with the public outside.	1	2	2
Animals	Site staff	Dogs etc. Do not approach if considered dangerous. Return to the building if any issues are encountered with the public outside.	1	2	2
Severe weather	Site staff	Do not access any high-level spaces such as roofs in severe weather. Consider deferring the site visit if the weather is particularly bad.	2	2	4
Restricted access	Site staff	Wear hard hats and steel toe and sole boots in restricted access areas. Ensure there are at least two people undertaking such work at any time.	2	2	4
Confined spaces	Site staff	Wear hard hats and steel toe and sole boots in confined spaces. Ensure there	2	2	4

		are at least two people undertaking such work at any time.			
Traffic	Site staff	Wear high viz clothing when working outside the building. Take photographs from the pavement and check roads before crossing.	2	3	6

Is there a staff-specific risk assessment in place? No

Site First Aider (name): Jo Sturgess

Site telephone No./Mobile No: 07968 892162

In the event of an emergency the first step is to call 999

Useful contact names and numbers for follow up calls (Hospital, Air Ambulance, Doctor, Coastguard, etc.):

CAU Office/Admin	01872 323603
CAU lone working mobile	~~01872 323657~~ 07973 813566
Accident & Emergency departments:	
Royal Cornwall Hospital, Treliske, Truro TR1 3LJ	01872 250000

Compiled by: Connor Motley

Date: 10/04/2024