



KDK ARCHAEOLOGY LTD

Written Scheme of Investigation for an Archaeological Evaluation & Watching Brief

Church Gardens

Church Hill

Harefield

Middlesex



Site Data

<i>KDK project code:</i>	578/HCG		
<i>OASIS ref:</i>	kdkarcha1-415546	<i>Event/Accession no:</i>	HAK21
<i>County:</i>	London		
<i>Village/Town:</i>	Harefield		
<i>Civil Parish:</i>	London Borough of Hillingdon		
<i>NGR (to 8 figs):</i>	TQ 0516 8982		
<i>Present use:</i>	Residential		
<i>Planning proposal:</i>	Repair and restoration works to garden walls, formation of natural pond, new detached outbuilding involving demolition of existing outbuilding, single storey extension to dwelling house and resurfacing existing driveway and hard-standing with new entrance gates		
<i>Local Planning Authority:</i>	London Borough of Hillingdon		
<i>Planning application ref:</i>	50761/APP/2020/3773 & 50761/APP/2020/3774		
<i>Client:</i>	Patrick McHugh Homeplans Church Gardens Church Hill Harefield, Middlesex		

Quality Check

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1 Introduction

- 1.1 This Written Scheme of Investigation has been prepared on behalf of Patrick McHugh as a specification for Archaeological Evaluation and a Watching Brief at Church Gardens, Church Hill, Harefield, Middlesex. The work, which is part of a requirement of the *National Planning Policy Framework* (NPPF), has been requested by the Greater London Archaeological Advisory Service (GLAAS) on behalf of the local planning authority (LPA), London Borough of Hillingdon. The relevant planning application references are 50761/APP/2020/3773 & 50761/APP/2020/3774.

This evaluation forms the first stage of an archaeological assessment of the site, and further stages may be required should significant remains be encountered.

- 1.2 This Written Scheme of Investigation incorporates the requirements set out by Historic England in *Management of Research Projects in the Historic Environment* (2015) and covers:

- The scope of the project
- The objectives and methodologies
- The archaeological & historical context
- Dissemination of the results
- Archive deposition
- Details of permanent and specialist staff
- The proposed programme of work
- Relevant additional information, e.g. insurance, copyright etc
- Bibliography of professional and academic resources

1.3 *The Site*

Location

The parish and village of Harefield is located within the administrative district of the London Borough of Hillingdon. The site lies within the southern end of the settlement to the west of Church Hill on National Grid Reference (NGR) TQ 05162 89822 (Fig. 1)

Description

Church Gardens is located to the east of Church hill approximately 225m from the main road. Directly north east of the property is the ANZAC Cemetery and St Marys Church is situated just beyond the cemetery. The north, east and south of the site is bounded by open fields with small intermittent patches of woodland (Fig. 2).

The property is located within Harefield Village Conservation Area (DLO36734) and Archaeological Priority Area (DLO36183). Both the house and garden walls are Grade II listed. Historic England lists Church Gardens under the name Nursery Cottage (List Entry No. 1192887) and is described as follows:

1. 5018 CHURCH HILL (East Side) HAREFIELD Nursery Cottage, Church Gardens Nursery TQ 0589 6/61 II 2. Remnant of outbuilding to a larger house, now lost. Of C17 origin but with late C18 or early C19 west wall consisting of 4 bays of 2-storey blank arcading in pinkish brick with store impost blocks. 2 modern windows inserted. Hipped roof of modern tile. Behind the west wall C17 brickwork can be seen. On 2-bay east front brickwork appears to be late C18 or early C19. Horizontal sliding sashes above, double-hung sashes below, both with glazing bars. Carriage doors in weatherboarded right section.



Much of the 17th century garden wall still survives to the southeast of the Church Gardens (List Entry No. 1192887; MLO 85096). The list entry describes the walls as follows:

1. 5018 CHURCH HILL (East Side) HAREFIELD Garden walls to east and south of Church Gardens Nursery Cottage TQ 0589 6/62 II 2. C17 red brick walls extending from south-west of cottage enclosing 2 inner garden spaces and partly enclosing a further space to east. Breached and broken but very tall in places. On the south-west face of the north-eastern wall an arcade of fairly tall round-backed niches with half-hemispherical heads suggests an orangery or sculpture gallery.

Geology & Topography

The bedrock geology is the London Clay Formation, which is comprised of clay, silt and sand, formed approximately 48 to 56 million years ago in the Palaeogene Period; no superficial deposits have been recorded (<http://mapapps.bgs.ac.uk/geologyofbritain/home.html>). The site is situated at an elevation of c.94 m AOD.

Proposed Development

The development comprises repair and restoration works to garden walls, the formation of a natural pond, a new detached outbuilding involving demolition of existing outbuilding, a single storey extension to the house and resurfacing the existing driveway and hard-standing with new entrance gates (Figs 3 & 4).



Figure 1: General location (scale 1:25,000)

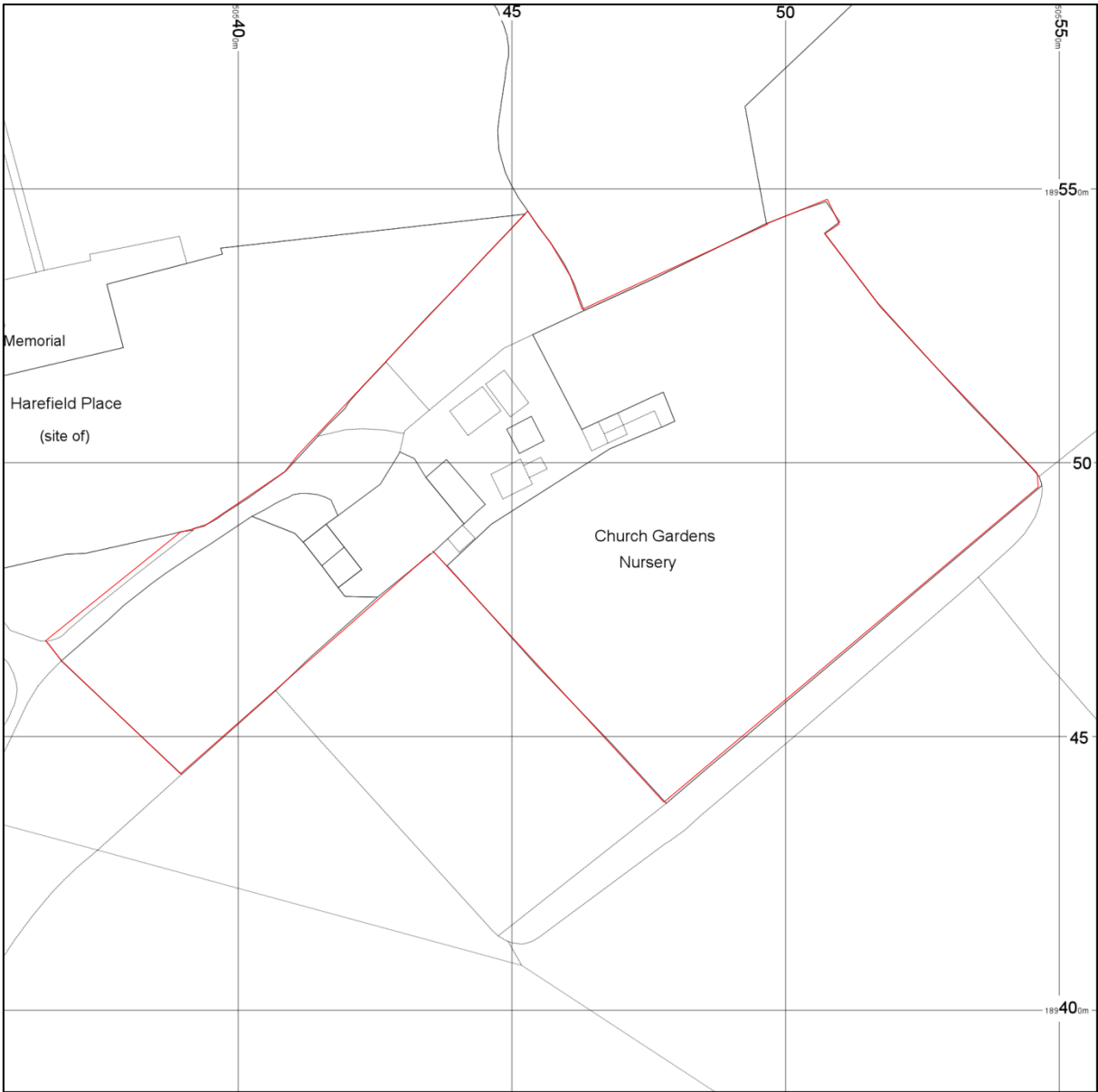


Figure 2: Site location (scale 1:1250)

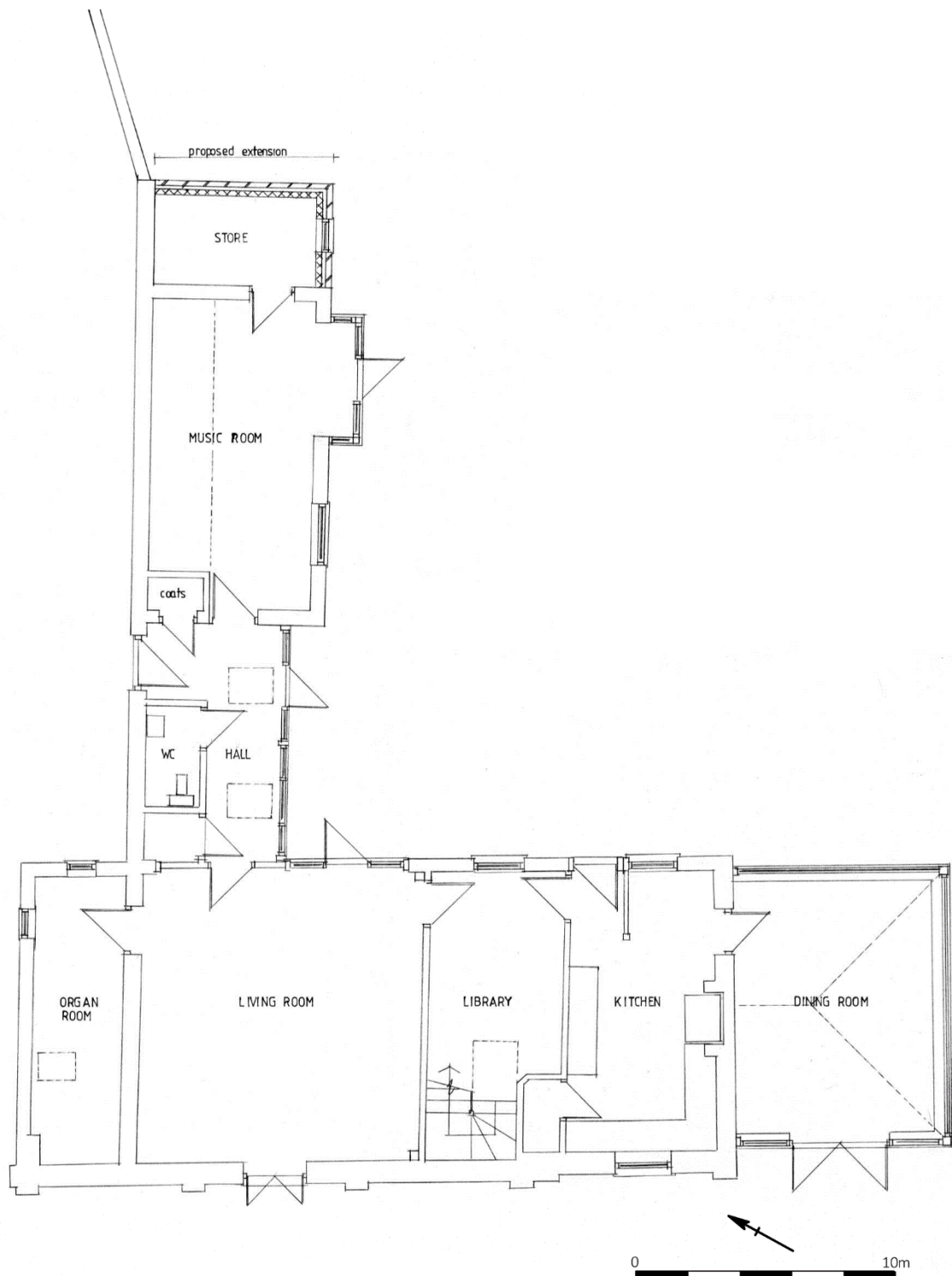


Figure 3: Proposed development: house extension (scale 1:250)

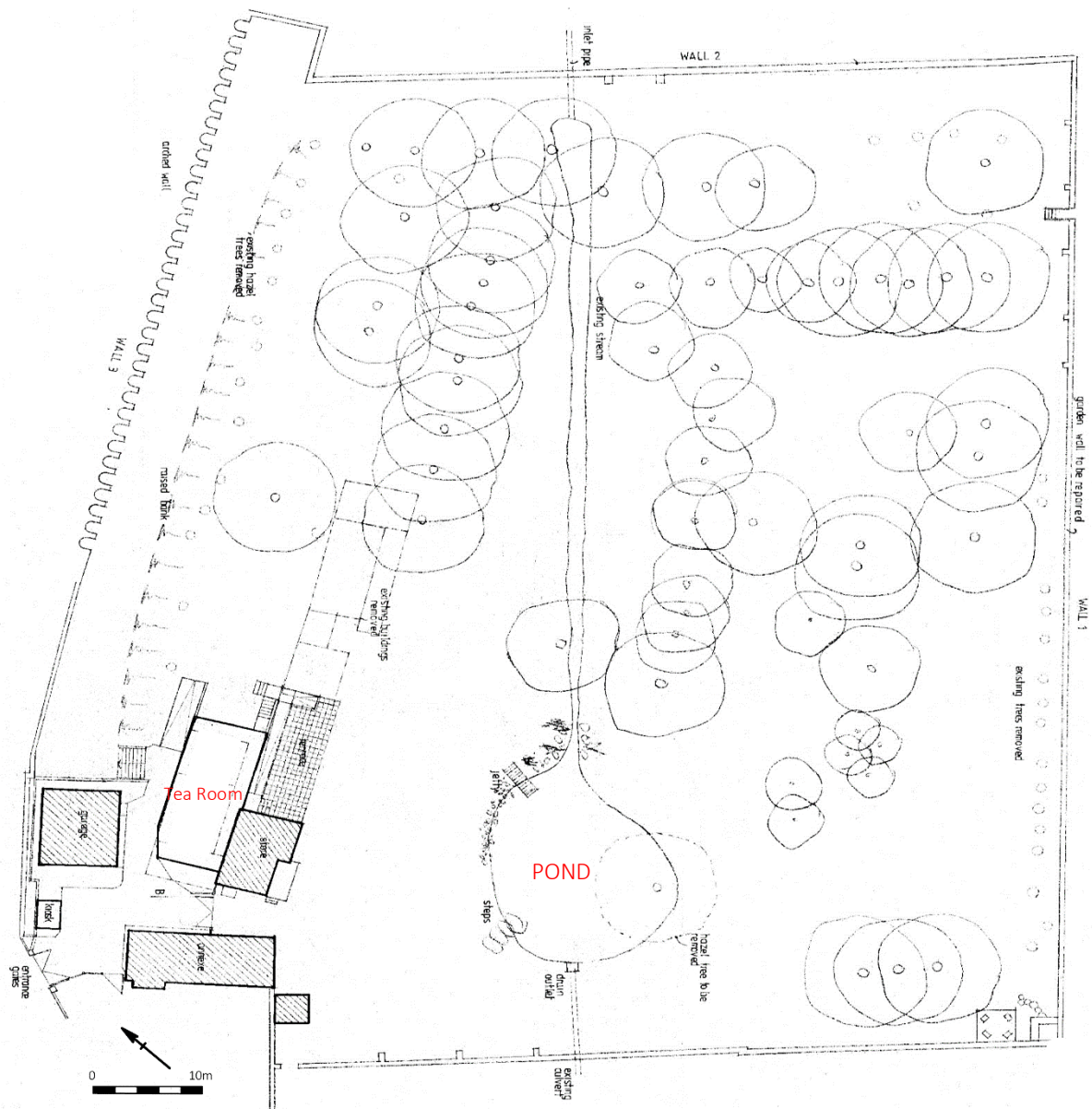


Figure 4: Proposed development: pond and new tea room (scale 1:600)



2 Aims & Methods

2.1 Aims

Evaluation:

- To record the location, extent, date, character, significance and quality of any surviving archaeological remains within the area of the proposed development.

Watching brief:

- To establish the date, nature and extent of activity or occupation within the development area
- To establish the relationship of any remains found to the surrounding contemporary landscape
- To recover palaeo-environmental remains to determine local environmental conditions.

2.2 Standards

The work will conform to the following requirements:

-
- The Chartered Institute for Archaeologists' *Standard & Guidance for an Archaeological Watching Brief* (CIfA 2014)
- Chartered Institute for Archaeologists' *Standard & Guidance for Archaeological Field Evaluation* (CIfA 2020)
- The Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2019)
- Current Historic England guidelines (HE 2015; EH 2006, 2008)
- Greater London Archaeological Advisory Service Archaeological Guidelines (GLAAS 2015)
- Data Protection Act 2018

2.3 Methods

Evaluation

The methods used in during the archaeological evaluation stage is as follows:

- Two trenches measuring 10m long by 1.80m wide, plus an appropriate contingency are to be excavated within the footprint of the proposed pond and the tea room (Fig. 5).

If heritage assets of archaeological interest are identified by the evaluation the implementation of a programme of archaeological investigation shall be secured in accordance with a WSI which will have been submitted and approved by the LPA.

Excavation

The trenches will be machine excavated under close archaeological supervision to the archaeological horizon or the natural geology, whichever is reached sooner. Due regard will be given to current Health and safety guidelines on the maximum depth of excavation. The machine, which will be of a suitable size, will be fitted with a toothless ditching bucket unless a toothed bucket or breaker is required to remove more solid material. The spoil will be scanned for artefacts.



The trenches will be hand cleaned to produce a base plan, which will be available for the first monitoring visit.

Archaeological features and deposits will be excavated by hand. All discrete features will be half sectioned, where safe to do so. At least 50% of each feature should be investigated. At least 10% of each linear feature will be sampled with slots at least 1m wide. Deeply stratified deposits will be investigated according to site conditions, location of deposits etc. and according to a site specific strategy agreed with GLAAS.

Bulk sampling in order to retrieve organic and environmental material will be undertaken as appropriate and following Historic England guidance (EH 2011).

The trenches will not be backfilled before it has been inspected by GLAAS or agreement has otherwise been reached.

Surveying

A temporary benchmark will be established at the start of the project which will subsequently be tied in to the Ordnance Survey national grid. All plans and section drawings will be annotated with relative heights and all plans will be related to the OS National Grid. Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

Planning

Site plans will normally be drawn to a scale of 1:100 or 1:50. Where greater detail is required specific areas or features may be drawn to 1:20 or 1:10. Burials will be drawn at 1:10. Sections will generally be drawn at 1:10, unless the size of the section is more appropriately illustrated at 1:20. Plastic film will be used for manual site drawings.

Recording

Each context will be recorded in either electronic format or on KDK's Context Record Sheet, which details dimensions, shape, fill type and inclusions, artefact content, samples and interpretation. A register of contexts will be maintained, and context records will be cross-referenced to all other records.

Photography

The primary photographic record will be compiled using a high resolution digital SLR (minimum 20 mmp) in both RAW and JPEG format, which may be supplemented by 35mm black and white photography if appropriate. Metric scales will be used in all photographs where appropriate. A cross-referenced photographic register will be maintained on KDK's Photographic Record Sheet.

Finds

All stratified finds will be collected by context and, if of particular significance, individually recorded in 3 dimensions on KDK's Object Record Sheet. Un-stratified finds will only be collected where they contribute significantly to the project objectives or are of particular intrinsic interest. Finds will be processed in accordance with approved industry practices (e.g.. ClfA 2014)

Finds processing, which can take place during or after fieldwork, involves cleaning, marking, packaging, quantification and initial classification. In most cases the conservation of artefacts will take place after processing, but primary conservation of delicate artefacts may be required on site. Radiography may be required to identify some objects. *First Aid for Finds* by Watkinson and Neal (1998) is considered the standard reference for finds recovery, processing and packaging. Provision has been made for finds analysis and conservation in the project estimates.

Environmental



Environmental sampling strategies will be applied as appropriate and according to Historic England guidance (2011). See Appendix 2 for further details.

If appropriate, environmental samples will be taken from features to enable their date, nature, and condition to be described and analysed. Samples will be taken from the fills of features where organic materials may be preserved, such as pits, ditches and other deposits, especially if waterlogged.

Where there is evidence for industrial activity, macroscopic technological residues (or a sample of them) will be collected by hand. Separate samples (c. 10ml) will be collected for micro-slugs (hammer-scale and spherical droplets).

Samples will be taken for scientific dating (such as radiocarbon dating) where, for example, dating by artefacts is insecure or absent and where dating is necessary for the specification for subsequent mitigation strategies (see section on scientific dating below for more information).

Geoarchaeological assessment of buried soils and sediment sequences may also be undertaken if appropriate. This will be done by field inspection by a specialist geoarchaeologist who, following discussion with the Archaeological Advisor, may take samples for laboratory assessment where appropriate,

Deposits will be sampled for the retrieval and assessment of the preservation conditions and potential for analysis of biological remains. The sampling strategy will be developed in collaboration with KDK's consultant specialist. Flotation samples and samples taken for coarse-mesh sieving from dry deposits will be processed at the time of the fieldwork if possible, in order to allow a variation of sampling strategies if necessary.

Sampling strategies for wooden structures will follow the methodologies presented in English Heritage's *Waterlogged Wood: Guidelines on the recording, sampling, conservation and curation of waterlogged wood* (2010).and guidance (2011).

All samples will be recorded on KDK's Sample Record Sheet, and a register of samples will be maintained. Provision has been made for sampling, analysis and reporting in the project estimates.

Collection and Selection Strategy

A collection and selection strategy, relating to all aspects of the projects created data and found material, will be agreed between the KDK, GLAAS and the Depositing Museum. This strategy is outlined in Appendix 3.

Scientific Dating

A number of scientific dating techniques are available for scientific dating. Radio-carbon or C14 dating is commonly used to date organic remains including human remains where no other means of dating is available. Archaeomagnetic or thermoluminescence dating may be applied to pottery or ceramic building materials, kiln linings etc. Dendrochronological dating may be possible on certain species of timber where sufficient growth rings have survived. Provision has been made for scientific dating in the project estimates. A site specific strategy will be formulated with specialist guidance from the appropriate HE Regional Science Advisor

Human Remains

An exhumation licence from the Ministry of Justice is necessary if human remains are encountered (Section 8.6, below). Under the Human Tissues Act 2004, the Environmental Health Officer must also be notified if the remains are less than 100 years old. Although



human remains are generally left *in situ*, if possible, during Archaeological Evaluation, any investigation or removal of remains will be agreed between KDK, the client, GLAAS and other appropriate authorities and will be undertaken in accordance with current guidelines (McKinley & Roberts 1993, Brickley & McKinley 2004). Any and all human remains will be treated with care and respect.

Security

The security of the archaeological remains, the archive and the site as a whole will be safeguarded as much as possible. The security of individuals on site, whether KDK staff or not, will perforce take precedence.

Post-excavation work

The archaeological fieldwork will be followed by a period of post-excavation processing and analysis, which will include the cataloguing and analysis of any finds and samples, and the preparation of the archive for the site report and its subsequent deposition.

Artefacts, biological samples and soils will be assessed for evidence of site and deposit formation processes and taphonomy, and especially for evidence of recent changes that may have been caused by alterations in the site environment. Assessment may include x-radiography of all iron objects, (after initial screening to exclude obviously recent debris), and a selection of non-ferrous artefacts (including all coins). Where necessary, active stabilisation or consolidation will be carried out, to ensure long-term survival of the material, but with due consideration to possible future investigations.

Assessment of any technological residues may be undertaken and where appropriate, samples will be submitted for scientific dating.

All soil samples collected for biological assessment, or sub-samples of them, will be processed in-house before being sent to the specialist(s) to assess the preservation state, density and significance of material retrieved.

Samples collected for geoarchaeological assessment will be processed as deemed necessary by a recognised specialist and appropriate assessment will be undertaken. Where preservation *in situ* is a viable option, consideration should be given to the possible effects of compression on the physical integrity of the site and to any hydrological impacts of development.

Animal bone assemblages, or sub-samples of them, will be assessed by our in-house or consultant specialist as appropriate.

Assessment of human remains will be based on *in situ* observation by our in-house specialists.

Artefacts such as pottery, glass, small finds etc, will be assessed by the relevant specialist (see Section 6.2).

Watching Brief

The methods used will be as follows:

- All ground or other works for the new extension to the house likely to have an impact on archaeological deposits or remains will be done under continuous and constant archaeological supervision.



A programme of Archaeological Observation and Recording (also known as a watching brief) requires an experienced archaeologist to monitor groundworks such as footing and service trench excavation, ground reduction or landscaping on a development. This is undertaken in accordance with the building contractor's timetable and so requires close co-operation and communication between contractor and archaeologist.

Each site visit will generate observation records including sketches and photographs as appropriate. These will be entered on KDK pro forma sheets. Where possible professionally prepared plans of the development prepared for the client will be used as a basis for locating archaeological features and finds.

Should significant archaeological remains be revealed during the watching brief, an appropriate strategy will be agreed with the client and GLAAS. Provision for this has been included in the project estimates. Detailed investigation will follow the methods set out above.

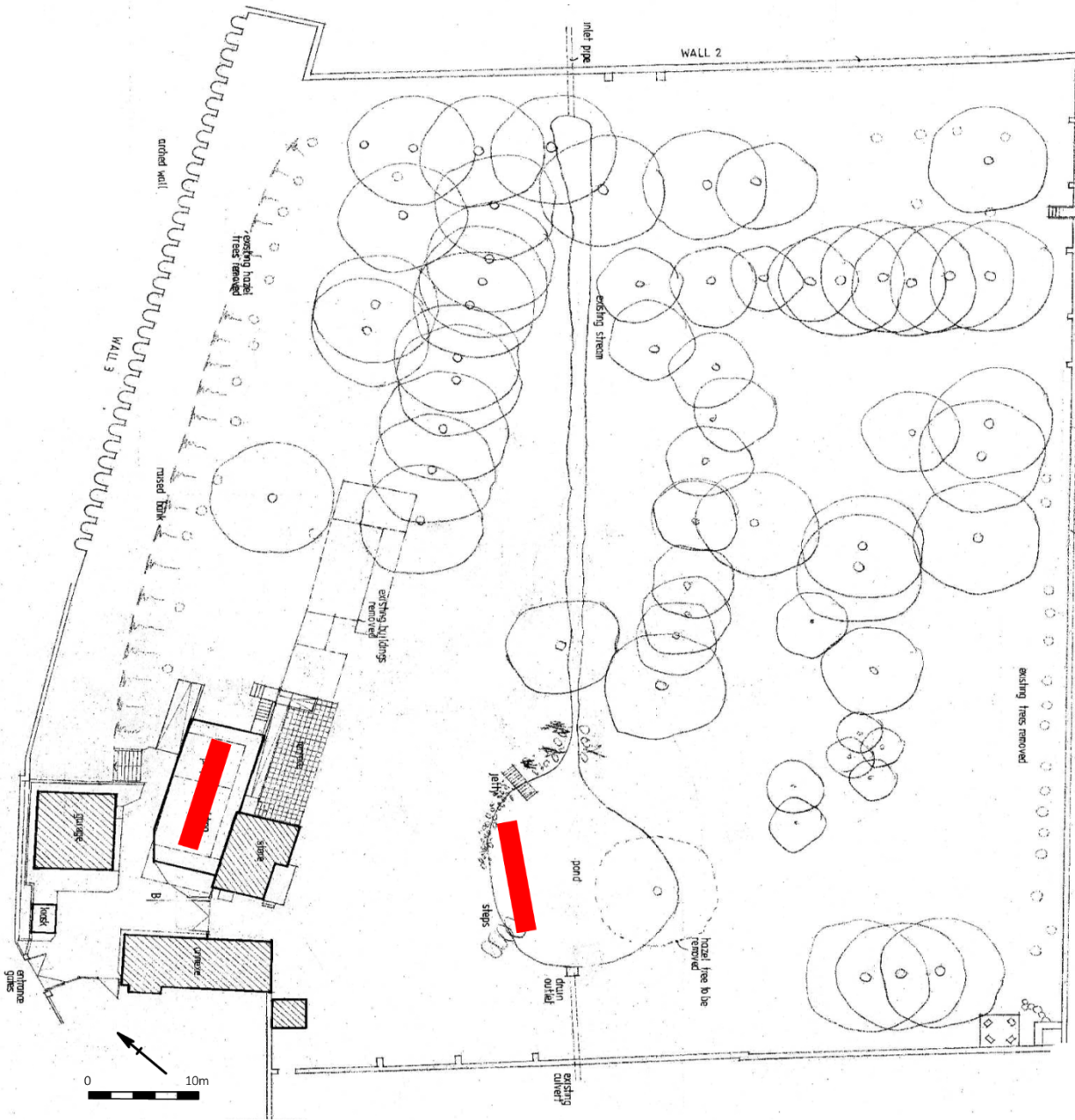


Figure 5: Trench location plan (scale 1:600)



3 Archaeological & Historical Background

- 3.1 Church Gardens is located within Harefield Village Conservation Area (DLO36734) and Archaeological Priority Area (DLO36183). The house lies within the curtilage of a Grade II Registered Park and Garden of Harefield Place, a former manor house and estate established in the post-medieval period (MLO100831).

The following section has been compiled with information from the Greater London Historic Environment Record (HER), London Metropolitan Archive (LMA), Hillingdon Local Studies, Archives and Museums Service, reliable online sources and KDK's library. The HER data with a 1km search radius is shown in Fig.6.

3.2 *Prehistoric – Iron Age* (before 600BC-AD43)

The first traces of human activity in Harefield dates back to the Palaeolithic period. Scatterings of flint tools have been documented as far back as the 1950s including Palaeolithic scrapers, blades, cores, flakes and a borer which were found in 1959, 645m to the southwest of Church Gardens (MLO10560).

A number of excavations undertaken in the 1990s uncovered several prehistoric flint implements. The earliest of these, a Palaeolithic axe, was discovered approximately 650m to the northwest of the development at St Mary's Vicarage (MLO2919). A small circular pit containing a compact silt fill with charcoal flecking and a number of prehistoric flakes and fire cracked flints was discovered at the same site in 1995-6. It was discerned from this that there may have been a hearth nearby (ELO9552 & ELO3115; MLO66091).

Evidence for later activity has also been documented. Mesolithic flints were recovered from a drainage ditch in the meadow west of St Mary's Church (MLO2934), and Neolithic flints and scrapers were found in 1957 (MLO 10548) approximately 940m to the southeast of the development site. Undated flints and pottery believed to be prehistoric were recovered from possible gravel pits to the southeast of the village (MLO1711).

Activity during the Iron Age is scant being limited to a now destroyed earthwork which once existed at Breakspear House 700m to the east of the development area (MLO2661).

3.3 *Roman and Saxon* (AD43 - 1066)

Evidence for activity within the Roman and Saxon period is limited within the archaeological record. Saxon pottery, fire cracked flints and residual prehistoric flints were recovered from a V-shaped ditch during archaeological works at St Mary's Vicarage in 1995 (ELO3115). Returning in 1996, more of the same ditch was exposed and late Roman pottery was recovered from the fill (MLO66092; ELO9552). A Roman tomb is said to have been found on Breakspear avenue to the north of the development area in 1818 (MLO390).

Although physical evidence for activity during these periods is lacking, there was clearly a settlement by the late Saxon period. The Domesday Survey of 1086 indicates that Harefield was part of the Hundred of Wlthorne. The name Harefield itself has Saxon origins and is derived from the name *Herefelle*, meaning 'open land used by an army' (Mills 1991: 158). Prior to the Norman Conquest, the manor of Harefield was held by the Countess Goda and the Domesday Survey notes that a priest resided in the village (Williams & Martin 2003:365).



3.4 **Medieval** (1066 - 1500)

Following the Norman Conquest, Harefield was assessed at five hides and had land for five ploughs with two further hides and two ploughs also held in demesne. Two mills are also recorded, as well as four fishponds, meadow for one plough, pasture for the livestock and woodland for 1,200 pigs. Harefield was held by Richard, son of Count Gilbert and at the time of the Norman conquest was worth £14. By the time of the survey the value of the land had fallen to £8 (*ibid*).

The probable location for the medieval village was immediately northwest of Church Gardens (MLO68621) and St Marys Church before it migrated north along Church Hill. The 12th century church is the only surviving structure from this period (Grade I, List Entry No 1358363; MLO81978); however, other medieval structures within the village are well documented. To the north of the graveyard on Church Hill is the site of a 13th century house known as Ancrehagile (MLO68583) and a 12th century farmhouse and possible moat (MLO10635) is known to have once stood to the south of the village in what is now a recreation ground to the north of Moorhall Road. The remains of a 13th century chapel is also known to have been on this site (MLO4556). Although still standing in 1959, the flint rubble chapel was in ruins and was completely demolished during the later 20th century.

Evidence for the quarrying of marl can be found to the south of the village (MLO68582). It has been documented that a marlpit was held by Felicia Atte Watre in 1318 and it is possible that this practice continued into the post-medieval period.

Pottery dating to the medieval period has been recovered from the north west of the village. Sherds of 12-13th century pottery were recovered from the topsoil during an archaeological watching brief to the south of Manor Court (MLO64447). A further three sherds dating to from the 12th -14th century were also uncovered at St Mary's vicarage (MLO66093). These too were unstratified. Other medieval features include a construction cut and chalk lined well discovered during a watching brief at Manor Court, Church Hill (MLO64450).

3.5 **Post-Medieval** (1500 - 1900)

A number of post-medieval buildings dating to the 16th century still exist within the village. These include the alms-houses on Church Hill (Grade II*, List Entry No. 1358364; MLO81979) and a timber-framed and weatherboarded Barn at Langley Farm (Grade II, List Entry No. 1080261; MLO11738).

To the east of the village is Breakspear House (MLO2661; MLO85086; List Entry No. 1080262), a Grade I listed red brick building constructed during the early-mid 17th century and within the grounds to the northwest of the house is a Grade II* listed dovecote with a clock tower (MLO85087; List Entry No 1080263). Directly east of Breakspear House is the site of Knightcote (also known as Duntons or Dentens). This was first recorded in the 13th century and was the principle centre of the Breakspear estate before the post-medieval period. A late 17th early 18th century farmhouse (MLO68608) and dovecote (MLO68610) was on the site until the modern period; however, this has since been demolished and a new house has been built in its place. Sometime after 1652 the Knightcote was acquired by a brick maker who commissioned a kiln and brickfield to be built between the house and the road. A pottery kiln was documented as being present at the farm in 1762 (MLO68612).

Closer to the modern village core, to the east of the High Street lies Harefield House (MLO85286; List Entry No 1358404). The house is Grade II listed and was built some time



during the 1690s, although thoroughly altered and refaced in the early 19th century. The house was part of a larger estate (MLO108728) with a kitchen garden which was discovered during an archaeological evaluation in 1992 (MLO58905).

Other Listed buildings/structures dating from the 17th century include: Manor Court, Church Hill (Grade II, List Entry No. 1080113; MLO84946); 140 High Street (Grade II, List Entry No. 1080194; MLO85017); The Crown and Sceptre Public House (Grade II, List Entry No. 1080171; MLO84994); 14 High Street (aka Nos 130 to 136) (Grade II, List Entry No. 1080193; MLO85016); The White Horse Public House (Grade II, List Entry No. 1192852; MLO85124); the White House (Grade II, List Entry No. 202715); and the development site (Grade II, List Entry No. 1192887; MLO85125).

Very few buildings from the 18th century still exist within the HER search area. These include a four-storey building at Nos 25 to 27 high street (Grade II, List Entry No. 1080207; MLO85030); Park Lodge Farmhouse (Grade II, List Entry Number 1080221; MLO 85045) and an Early 18th century Workhouse (Grade II, List Entry Number 1080264; MLO 85088). Later 19th century building include: Widewater Lock Cottage (Grade II; 1080085; MLO84935); Granaries at Knightscode Farm (Grade II, List Entry Number 489726; MLO85311); and Dairy Farm, Breakspear Road North (MLO77759; ELO360; ELO6034) Subsequent archaeological investigations conducted by Pre-Construct Archaeology at the latter property in 2006 revealed a posthole of unknown date, plough soil and three post-medieval ditches (MLO98055; ELO714; ELO6644).

Investigations at St Mary's Vicarage in 1995 revealed several late post-medieval and early modern pits, a ditch and a modern bedding trench. Post-medieval pottery, modern CBM and a Victorian clay smoking pipe were recovered from these features (MOL66094). Other remains include: the 19th/20th landfill sites at Church Hill (MLO72560), Moorhall Road (MLO72618) and Harefield Marina (MLO72583); and The Church of St Mary tower (ELO14358) which dates to the 19th century and was altered in the 20th century.

3.6 **Modern** (1900 - present)

A hospital and convalescent home for wounded soldiers of the Australian Imperial Forces (AIF) was set up at Harefield Park House in 1914. Those who died at the home were interred in the Australian Military Cemetery (Grade I, List Entry No. 1061377; MLO18696) immediately north of the development area. An archway (Grade II, List Entry No. 1061378; MLO 84931) and obelisk memorial (Grade II, List Entry Number 1061377; MLO 84930;) were both constructed on the site in 1921.

Two World War Two pillboxes are known to exist within the village. The first is in the back garden of a house, near the eastern bank of the Grand Union Canal (MLO104586). The second is located at No28 Peerless drive which is also located next to the canal (MLO105838).

3.7 **Known history of the site**

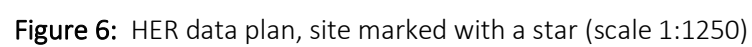
The mansion at Harefield is first mentioned in the mid-16th century and a survey of 1593 lists 'the site of the Manor of Herfelde Hall with all manner of edifice and buildings, courts, orchards, gardens and yards to the same belonging' (<https://historicengland.org.uk/listing/the-list/list-entry/1001525>; MLO442). This original manor burnt down in 1660 and was replaced by Harefield Place in 1675 (MLO6903). At this time the mansion was set within approximately 234 acres of land which included a deer park and further ornamental elements were present by at least the late 17th century including a



walled garden and avenues. By 1772 the grounds contained a main garden and garden house, a waterhouse, bee house, kitchen garden and an orchard (*ibid*). By 1813 the mansion had been largely demolished with only the south-eastern end and part of the coach house remaining. The Coach House, which would later be known as Nursery Cottage is located directly south of the site of Harefield Place.

In the 20th century the remaining coach house and walled kitchen garden were turned into a nursery. The current dwelling is Grade II listed building set within approximately three acres of land. The main house is a private detached residence with a detached annex, garage, walled kitchen garden and orchard. The main house is largely 17th century in date with later 18th and 19th century additions and repairs (MLO85125). Since August 2018 the gardens have been opened to the public as part of the National Garden Scheme. So far the gardens have been opened on three occasions and has facilitated many private visits.

Several archaeological investigations and surveys have been completed around the house and garden. Including a field survey of the earthworks, garden walls and standing structures on the site (ELO17643 and ELO17804) as well as a watching brief in 2002 and trial trenching in 2015 (ELO17502). The latter works did not uncover anything of archaeological significance; however, a small possible 17th century brick conduit and 18th/19th century brick lined well filled with modern detritus was exposed during the 2002 works (ELO17779).





4 Reporting

- 4.1 A report will be compiled bringing together all the field-work and post-excavation results. The report will typically include:
- A concise non-technical summary of the results
 - The objectives of the project
 - The methodologies used
 - The circumstances and date at which it was undertaken
 - The identity of the organisation and individuals carrying out the work (in particular the names of the project director, site supervisor and any specialists), in line with GDPR requirements.
 - A summary of the history and archaeology of the site and its context
 - A written account of the results of the project with appropriate supporting illustrations.
 - A conclusion, summarising the results and examining their significance
 - Statement of confidence rating
 - References
 - An index to and the proposed location of the archive
 - Appendices as appropriate
- 4.2 Electronic and/or paper copies of the report will be provided for the client, GLAAS and the HER as required.
- 4.3 Interim reports on the project will be submitted to any relevant regional and county journals (e.g. *London Archaeologist*), and to any relevant specialist journals (e.g. *Industrial Archaeology Review*, *Journal of the Historic Farm Buildings Group*), within one year of the project's completion.
- 4.4 The project has been registered with the Archaeology Data Service, which will allow an OASIS summary form and the report to be submitted once it has been approved.
- 4.5 Where the archaeological remains revealed require sufficient further analysis for a detailed academic report, a post-excavation strategy will be agreed between KDK and GLAAS. This additional programme of work will follow guidelines established by Historic England (HE 2015), consisting of successive stages of archive assessment, analysis, research and report preparation.



5 Archive

- 5.1 The project archive consists of the electronic and paper records, photographs, artefacts and environmental samples. On occasion associated records, photographs or finds are also acquired. It is essential that this primary information is stored in a suitable environment to allow it to be studied by anyone with an interest to do so.
- 5.2 At the start of the project the client will be asked to sign a Transfer of Title form to allow any artefacts found during the excavation to be deposited as part of the full archive with the local museum.
- 5.3 The appropriate local depository, whether museum, County Record Office or similar, will be contacted at the start of the project to make preliminary deposition arrangements. On completion of the project, the archive will be prepared for long term storage in accordance with guidelines prepared by the ClfA (ClfA 2020), the UK Institute of Conservation (Walker 1990) and the Museums & Galleries Commission (MGC 1992).
- 5.4 The local depository for this particular project is London Archaeological Archive and Research Centre (LAARC Ref HAK21).



6. Staffing

6.1 *KDK Staff*

After many years of working in tourism and academic libraries, Karin Kaye fulfilled a long ambition in graduating from the Institute of Archaeology, UCL with an MA and first class honours degree in medieval archaeology. Since starting her career in commercial archaeology in 2000 she has gained considerable experience in managing all types of archaeological projects as well as specialising in historic buildings and church archaeology. She is a full member of the Chartered Institute for Archaeologists, the Cambridge Antiquarian Society, the Society for Church Archaeology, the Vernacular Architecture Society, the Dunstable History Society, St Albans and Hertfordshire Architectural and Archaeological Society and the Leighton Buzzard and District Archaeological and Historical Society.

David Kaye graduated with an honours degree from the Institute of Archaeology, UCL in 2004 following a long career in photography and graphic design. He joined Heritage Network whilst still a student and gained considerable experience in his seven years there and in the years since. Apart from the day to day site management, David has been responsible for training staff in how to survey sites and post-excavation CAD work. More recently he has developed a tablet-based electronic recording system for site records. David is an Associate member of the Chartered Institute for Archaeologists and the Leighton Buzzard and District Archaeological and Historical Society.

Laura Dodd graduated from the University of Reading in 2013 achieving a BA in archaeology. After graduating she continued her studies at Durham University where she achieved an MSc in Palaeopathology. As well as studying abnormality and diseases on the human skeleton she also has an interest in the isotopic analysis of human remains. During her time at Durham she assisted in a project to identify potential childhood origins of several individuals found in a mass grave. Laura has attended several large scale excavations such as the Roman field school at Silchester and the Amheida project in Egypt's Dakhla oasis. Laura is an Associate member of the Chartered Institute for Archaeologists.

Ellen Shlasko graduated from Yale University with a PhD in Anthropology. She also holds an MA in Anthropology with a specialization in Historical Archaeology from the College of William and Mary in Virginia. After a twenty year career in academic and commercial archaeology in the United States, she recently moved to the UK and is getting back to one of her early interests, the archaeology of Roman Britain, which was the subject of her undergraduate dissertation.

Chris Martin-Taylor graduated from Bournemouth University in 2015 with a BSc in Archaeology. Prior to that, he studied for a foundation degree in Applied Architectural Stonework and Conservation in Dorchester and Weymouth, which included practical training in stonemasonry and historic building conservation. He has worked on several sites in the East of England, as well as volunteering on excavations at Bamburgh Castle and the Bradford Kaims, and taking part in the construction of Guédelon Castle in France, which is being built using only historically accurate tools and construction methods. Chris joined KDK in June 2017 and is keen to further develop his interest in the archaeology and conservation of historic buildings, as well as the Anglo-Saxon and medieval periods.

Nicola Bell joined KDK in 2016 after taking early retirement from a long career in senior management in the NHS. She manages post excavation work and is the company archivist, whilst also taking a part-time degree in archaeology at Leicester University.



Barney King began working in archaeology after a varied career as a projectionist, theatre technician and plumber's assistant, among other occupations. He started working on large scale Romano-British sites in Hertfordshire and Buckinghamshire, after enjoying a stint of archaeological volunteer work. He joined KDK as field technician and company quartermaster in March 2017.

Derek Watson graduated from the Institute of Archaeology (IoA), UCL in 2004 with a PhD in Archaeology. Derek also has a BSc from the IoA and an MSc from the University of Sheffield in archaeological environmental science and palaeoeconomics. He has worked on both commercial and, predominantly, academic archaeological projects in North America, Europe, North and West Africa, and has directed his own research projects in Ghana.

Sam Pryor graduated from The University of Plymouth in September 2019 with a BSc (Hons) degree in Geology. Having spent a large period of his time at university on fieldwork projects in both the UK and in Europe, he has been able to carry his fieldwork skills and geological knowledge into the archaeological arena. His particular strength during his studies was in geophysics, and he is experienced in a wide array of geophysical instruments.



6.2 *Specialists*

The following are KDK's preferred specialists:

Subject	Specialist	Organisation
Building materials: Roman	Rob Perrin	Freelance
Building materials: post-Roman	Karin Kaye	KDK Ltd
Ceramics: prehistoric	Emily Edwards	Freelance
Ceramics: Roman	Rob Perrin	Freelance
Ceramics: Post-Roman	Paul Blinkhorn	Freelance
Coins: Roman	Kris Lockyear	Inst. of Archaeology, UCL
Coins: Saxon	Anna Gannon	Freelance
Coins: Post-Saxon	Murray Andrews	Freelance
Environmental: seeds	Lisa Gray	Freelance
Environmental: archaeobotanical	Lisa Gray	Freelance
Environmental: mollusca	Mike Allen	Freelance
Environmental: soils	Mike Allen	Freelance
Environmental: animal bone	Derek Watson	KDK Ltd
Environmental: animal bone	Matilda Holmes	Freelance
Environmental: human bone	Laura Dodd	KDK Ltd
Environmental: human teeth	Patrick Mahoney	KORA
Environmental: pollen	Rob Scaife	Freelance
Bone antler & ivory small finds	Ian Riddler	Freelance
Glass	Hilary Cool	Freelance
Lithics	Sarah Bates	Freelance
Lithics	Lyndon Cooper	ULAS
Metalwork	Quita Mould	Freelance
Quernstones	Chris Green	Freelance
Industrial waste	Lynne Keys	Freelance
Saxon & medieval small finds	Rosie Weetch	Freelance
Timber	Damian Goodburn	Freelance
Illustration	Frances Saxton	Freelance



7. Programme

- 7.1 A programme of monitoring will be agreed with GLAAS prior to the commencement of fieldwork and in full consultation with the client. KDK will keep GLAAS and the client informed of progress.
- 7.2 Unless significant archaeological remains are encountered requiring further analysis, the report will normally be available no later than four weeks after the fieldwork has been completed. The archive will normally be ready for deposition within six months of completion of the report.

7.3 *Proposed Programme*

A provisional outline of the timetable and staffing of the different phases of the projects are as follows:

Stage	Person-Days	Staff
Trial Trenching	1-2 days	Site Director/Site Assistant
Watching Brief visits	As required	Site Director
Report	2 minimum	Site Director
Specialist Reports	As required	Appropriate specialist
Archive	0.5 minimum	Archivist



8. Other Requirements

8.1 *Health & Safety*

All work by KDK staff will be carried out according to the relevant Health and Safety legislation. This includes, *inter alia*, the following:

- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992
- Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992

A copy of KDK's *Health and Safety Policy* will be supplied if requested by client or GLAAS. An Initial Risk Assessment (Appendix 4) has been completed prior to the commencement of the project, and will be checked and updated on site.

In the current situation with Covid-19, all health matters will be under constant review, and working practices will be adapted accordingly.

8.2 *Insurance*

KDK holds the following insurance cover (further details can be provided if required):

Employer's Liability	£10,000,000
Public Liability	£5,000,000
Professional Indemnity	£1,000,000

8.3 *Copyright*

Unless otherwise agreed, full copyright of any written, graphic, electronic or photographic records and reports rests with KDK, which will licence their use in relation to the specific project by the client or sponsoring body in all matters relating to the project, as described in this Written Scheme of Investigation.

KDK will assign joint copyright to the museum or repository undertaking curation of the archive, but retains the right to be identified as author of all project documentation and reports, as defined in the Copyright, Designs and Patents Act 1988 (Chapter IV, sec.79).

8.4 *Curatorial Requirements*

Monitoring is carried out by GLAAS to ensure that project is being carried out in accordance with the brief and approved WSI, to enable the need for modifications to the project to be independently considered and validated and to control and validate the use of available contingencies. GLAAS will be advised of the start date and the anticipated duration of the project at least one week before the commencement of the fieldwork. GLAAS will be allowed access to the site as required, as will other professionals as required to ensure compliance with project health and safety requirements and access controls.

8.5 *'Treasure'*

The 1996 *Treasure Act* (and its 2003 amendment) specifies that the finders of specific types of artefacts it defines as treasure must report them to the Coroner within fourteen days of



discovery. Failure to do so could lead to a maximum penalty of three months in prison and a fine of £5000. Further details are available on the Portable Antiquities Scheme website at www.finds.org.uk.

The Portable Antiquities Scheme will be notified of any finds that could be considered treasure within 48 hours of discovery.

8.6 ***Human Remains***

Under recent changes in legislation to Section 25 of the Burials Act 1857, an application for a licence should be made whether buried human remains are to be removed from the ground or intended to be left *in situ* (since excavation is likely to disturb them). A site-specific license will be procured from the Ministry of Justice in advance of the project if human remains are thought to be encountered during the fieldwork.

Human remains in a Church of England site and municipal and private cemeteries that have been consecrated are protected by ecclesiastical as well as secular laws. The requirements for dealing with human remains on such a site should be detailed in a Faculty that must be procured from the Diocesan Registrar before works begin.

8.7 ***General Data Protection Regulations***

As data controllers for personal information collected during the project, KDK will comply with the principles and letter of the GDPR regulations in the processing, management and archiving, where appropriate, of that data.



9. References

Standards & Specifications

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- Walker K 1990 *Guidelines for the Preparation of Excavation Archives for Long-Term Storage*. United Kingdom Institute for Conservation, Archaeology Section (London).
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- Watson D. 2019 *Written Scheme of Investigation for Historic Building Recording, Historic Building Watching Brief and Archaeological Watching Brief: The White House, Church Hill, Harefield, Middlesex*. KDK Library Ref.452/WHW.



Secondary Sources

British Geological Society (BGS): <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

BHO 'Harefield: Introduction', in *A History of the County of Middlesex: Volume 3, Shepperton, Staines, Stanwell, Sunbury, Teddington, Heston and Isleworth, Twickenham, Cowley, Cranford, West Drayton, Greenford, Hanwell, Harefield and Harlington*, ed. Susan Reynolds (London, 1962), pp. 237-240. British History Online <http://www.british-history.ac.uk/vch/middx/vol3/pp237-240> [accessed 5 April 2019]

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Mills, A. D. 1991 *A Dictionary of English Place-names*. Oxford: Oxford University Press

Kaye, K. 2015 *Heritage Asset Appraisal: The White House Church Hill Harefield Middlesex*. Unpublished report for KDK Archaeology 148/HWH/1.2

Reynolds S. (ed) 1962 'Harefield: Manors', in *A History of the County of Middlesex: Volume 3, Shepperton, Staines, Stanwell, Sunbury, Teddington, Heston and Isleworth, Twickenham, Cowley, Cranford, West Drayton, Greenford, Hanwell, Harefield and Harlington*. London, 1962. pp. 240-246. British History Online <http://www.british-history.ac.uk/vch/middx/vol3/pp240-246> [accessed 18 February 2021].

Williams A. & Martin G.H. 2002 *Domesday Book: a complete translation*. London: Penguin



Appendix 1: Environmental Sampling Strategy

Stage 1: Pre-excavation

KDK's general environmental sampling strategy is outlined in Section 2.3. Where appropriate a more detailed site specific strategy will be formulated at the start of a project based on the advice of KDK's Environmental Specialist and/or Historic England's Regional Science Advisor. The sampling strategy will:

- Take into account the research aims and objective of each individual project
- Identify the different categories of environmental remained expected to be encountered
- Outline the environmental analysis to be completed

The sampling strategy will be regularly reviewed throughout the excavation to ensure that it remains appropriate to the specific research aims.

Stage 2: Excavation

The sampling strategy outlined during Stage 1 will be readdressed after the site has been stripped. The updated strategy will be discussed with all on site personnel as well as GLAAS, the ES and HE where appropriate. The on-site collection and treatment of samples will be as follows:

- Sample sizes will normally comprise 40 litres of material; however, more or less than 40 Litres can be taken if deemed appropriate. <100% of smaller features such as postholes will be collected.
- Samples from wet or waterlogged contexts will be prioritized as these conditions are better suited for the preservation of organic material.
- When excavating human remains, multiple samples will be taken separately and clearly labelled with the areas they represent (e.g. head, pelvis)
- Samples will be placed into clean buckets which will then be labelled inside and out with the site code, context number, sample number and bucket number
- A register of all samples will be maintained and all samples will be recorded individually on KDK's Sample Records Sheet
- All samples will be removed from site and stored within a designated area at the KDK offices
- All unlabelled, duplicated or potentially contaminated samples will be discarded on site
- Modern and post-medieval samples, or those deemed unsuitable for sampling, will not be taken unless these features address specific research aims.

When dealing with waterlogged, insect and pollen, and deeply stratified sediments (e.g. peat) it may be necessary to seek advice from ES, HE and other environmental specialists (e.g. palynologists (pollen specialists) do discuss additional sampling methods.

Stage 3: Post-Excavation

Once excavation is complete, a final sampling strategy will be produced. This will highlight the samples most appropriate for processing and those which are to be deselected. This strategy will be discussed with and approved by GLAAS and the ES. Some of the samples may be selected for a preliminary assessment where a single bucket of material will be processed to analyse the potential value of the



sample. At this time if the sample is deemed unsuitable for further processing, no further action will be taken.

All bulk samples will either be subjected to dry sieving, or be processed using a flotation tank. The remaining material from this process will be fully dried, sorted and bagged before being sent to the relevant specialists for analysis (i.e. archaeobotanist, zooarchaeologist etc.) All other aspects of the processing, along with unsuitable samples, are discarded after the report has been approved by the planning archaeologist.

If a second phase of work is required after the Archaeological Investigation, (i.e. Strip, Map and Sample Excavation) collected samples may be processed when this is complete.



Appendix 2: Archive Collection and Selection Strategy

This strategy, which concerns the data that is created and the archaeological material recovered during the course of the project, will be agreed between the KDK, GLAAS and the Depositing Museum. It is consistent with the projects aims and objectives and local research framework and covers:

Digital Data

All digital data created by KDK staff or specialists working on this project will be retained by KDK. Final versions of reports, digital photographs, digital fieldwork sheets, other documents and maps, where copyright allows, will be copied onto CD and form part of the formal archive for the museum or uploaded onto the national Archaeological Data Service (ADS) in line with museum guidance.

Paper data

All project related paper documentation, for example fieldwork sheets, drawings, black and white photographs, maps, as opposed to administration paperwork, will be archived as part of the document archive with the museum. Duplicate documentation will be recycled and any administrative paperwork will be scanned and retained digitally by KDK.

Small and Blank Projects

Where archaeological work results in no finds or features of archaeological significance a single all in one report will be prepared and, if agreed with the CAO and museum, will be uploaded as the digital archive to OASIS. Also, if agreed, there will be no paper archive deposited with the museum.

For small projects where the digital archive comprises of only digitally born photographs the data will be stored on OASIS using OASIS images.

Materials and Artefacts

The key finds groups and how these will be selected for retention or discard are outlined below:

Find Type	On site selection	Post Excavation selection
Pottery	All pottery sherds will be collected other than obviously post medieval sherds from unstratified contexts unless they appear archaeologically significant	The majority of pottery collected will be retained for archiving. Exceptions may be made for sherds recovered from unstratified contexts or repetitive and undiagnostic sherds. All pottery will be quantified and subject to specialist input. Deselection will be undertaken in discussion with the specialist, GLAAS and the museum
CBM	All CBM will be collected other than obviously post medieval CBM from unstratified contexts unless they appear archaeologically significant. However, where large quantities are found a further discussion between KDK, GLAAS and the museum may result in an amended approach ie sampling	All collected CBM will be retained, although unidentifiable fragments from poor or unstratified contexts may be discarded subsequent to full quantification, specialist advice and discussion with GLAAS and the museum



Find Type	On site selection	Post Excavation selection
Worked Stone	All worked stone found will be collected	All worked stone will be retained for archiving, in discussion with the museum. All unworked stone will be discarded following quantification
Animal Bone (including worked bone, antler, horn and ivory)	All animal bone found will be collected	All animal bone will be retained. Disposal may be considered for very fragmented and poorly preserved objects or those which have been recovered from unstratified contexts and that have no further intrinsic interest
Ferrous and non-ferrous metals	All metal will be collected	All precious metals will be retained. Other ferrous or non-ferrous metals will be retained with the exception of unidentifiable fragments and those beyond conservation. Also common bulk finds such as nails may be subject to retention of a sample following discussion with the specialist and museum
Glass	All glass objects will be collected other than obviously post medieval glass from unstratified contexts unless they appear archaeologically significant	All items will be retained although post medieval and modern items may be sampled following discussion with GLAAS and the museum
Clay Pipes	All clay pipes will be collected	All items will be retained unless fragments are plain or from poor or unstratified contexts
Worked Wood and other plant derived objects	All worked wood or other plant derived objects will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with GLAAS and the museum
Leather and Textiles	All leather and textiles will be collected	All items will be retained unless items are deemed unsuitable for long term preservation. All items will be checked by a specialist for selection and any discard agreed with GLAAS and the museum
Other	All other items found will be collected	All medieval or older items will be retained. Post medieval items will be discussed with GLAAS and the museum to agree retention strategy
Environmental samples	40l samples will be taken from archaeologically significant features in line with the agreed sampling strategy, see Appendix 3 for details. This means that environmental samples will not be taken routinely from backfilled	Tangible artefacts found through the environmental processing will be retained for archiving, this includes the flots from archaeobotanical analysis All other retention from the processing



Find Type	On site selection	Post Excavation selection
	contexts unless there are archaeologically significant reasons to do so. Environmental sampling will focus on areas of naturally silted fills and where organic matter, charcoal and carbon are more likely to be found The Environmental Specialist will be engaged to discuss more detailed strategies in areas of specific interest if they arise Securely stratified deposits that contain dating evidence will be targeted, particularly corn driers, hearths, kilns, pits and cesspits, of all periods across the site Different parts or layers in kilns /ovens will be sampled to examine function 10 litre samples for insect analysis from waterlogged deposits if present, and additional samples for plant macrofossils may also be taken. Pollen samples will be taken from a representative selection of contexts of different potential time spans 20% of the pre-medieval quarry pits, if present, will be sampled to determine the presence of mineralised material	will be discarded



Appendix 3: Initial Health & Safety Risk Assessment

In accordance with current legislation and KDK's Health & Safety Policy, an Initial Health & Safety Risk Assessment has been prepared.

The Accident and Emergency Unit closest to the site is:	Watford General Hospital Vicarage Road Watford Hertfordshire WD18 0HB
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A risk assessment for tasks and hazards typical to this type of project appears on the following pages. An assessment of site-specific hazards appears below.

Site-Specific Hazards:	Risks:	Mitigation:
Trip hazards		• Be aware of existing hazards • Ensure good housekeeping of equipment
Close proximity to people	Danger of transmitting Covid-19	Follow most up to date guidelines as they are developed (https://www.gov.uk/government/topics/coronavirus-covid-19-uk-government-response) • Maintain social distancing (2 metres) at all times • Welfare provision to allow for social distancing and hand washing / sanitiser provision • Welfare facilities must be wiped down / disinfected regularly • Any shared equipment must be wiped down and disinfected after use • All hand tools are personal and not shared • Provide disinfectant wipes / hand sanitiser • Staff members travel to site separately unless they are from the same household • Wear appropriate PPE
Close proximity to machinery	Danger of individuals being hit	• Clearly signal instructions / intentions to plant operators. • Maintain safe distance from plant. Use appropriate PPE
Foundation works	Deep trenches	• PPE to be worn • Maintain awareness of surroundings



NB: Asbestos, contaminants etc	Serious health risks	The developer is to ensure that the site is free of hazardous materials. Where such material is discovered during fieldwork, the developer will remove it or make it safe before KDK continues with onsite work.
Project:	Church Garden, Church Hill, Harefield, Middlesex	
Project Code:	578/HCG	
Date of Assessment:	17.02.2021	
Assessed By:	Laura Dodd	
Signed by site staff:		



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
Travel to and from workplace	Traffic accident	Major	Field staff, visitors, public	2	4	8	• Maintain vehicles in roadworthy condition. • Ensure suitable insurance is in place. • Only qualified staff to drive vehicles. • Staff to observe speed limits and other traffic regulations	4
Access/egress workplace	Moving vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	• Observe site speed limits. • Park in designated area. • Transport by vehicle to excavation area if required.	5
Access/egress workplace	Reversing vehicles and plant	Catastrophic	Field staff, visitors	2	5	10	• Observe site speed limits. • Park in designated area. • No reversing without assistance/supervision.	5
General site work	Trips/slips	Minor	Field staff, visitors	3	2	6	• Ensure good housekeeping. • Cease work if conditions are extremely poor. • Be aware of holes in flooring. • Use appropriate footwear.	4
General site work	Manual handling	Moderate	Field staff	3	4	12	• Use equipment to transport heavy loads if possible. • Train staff to use equipment. • Instruct staff in correct lifting techniques. • Monitor staff compliance.	4



General site work	Adverse weather	Minor	Field staff, visitors	2	2	4	• Wear appropriate clothing. • Provide welfare facilities • Cease work in very adverse weather.	2
General site work	Presence of contaminants, pathogens and other hazardous substances	Major	Field staff	2	4	8	• Review results of available geotechnical assessments. • Conduct COSHH assessment if hazard identified. • Inform staff of identified hazards. • Restrict working areas if necessary. • Provide welfare/hygiene facilities. • Monitor staff health. • Use appropriate PPE.	4
General site work	Fire	Catastrophic	Field staff, visitors, public	2	5	10	• Compile fire risk assessment if required. • Maintain good housekeeping • Provide suitable fire fighting equipment	5
Working in buildings	Cuts	Minor	Field staff, visitors.	2	2	4	• Be aware of exposed nails and sharp objects in floors and walls. • Inform staff of identified hazards. • Wear suitable PPE	2
Working in buildings	Falling objects	Major	Field staff, visitors.	2	4	8	• Ensure ladders & scaffolding are secure • Use kick boards/netting as appropriate • Inform staff where work is being carried out above head height. • Warn staff of areas of unstable building fabric. • Wear suitable PPE	4