



KDK ARCHAEOLOGY LTD

Written Scheme of Investigation for an Archaeological Evaluation & Watching Brief Phase 1

Church Gardens

Church Hill

Harefield

Middlesex



Site Data

| | | | |
|----------------------------------|---|----------------------------|-------|
| <i>KDK project code:</i> | 578/HCG | | |
| <i>OASIS ref:</i> | kdkarcha1-501748 | <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

| | | | | | |
|-----------------|--|----------------|-------------|-------------|------------|
| <i>Author</i> | Laura Dodd MSc ACIfA & Karin Kaye MA MCIfA | <i>Version</i> | 578/HCG/2.1 | <i>Date</i> | 11.05.2021 |
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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 Historic Building Recording and associated Watching Brief on the historic garden walls 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.

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 as a whole comprises repair and restoration works to the garden walls (Fig. 3), 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. A separate WSI covers the archaeological elements of the project.



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



Figure 2: Site location (scale 1:1250)

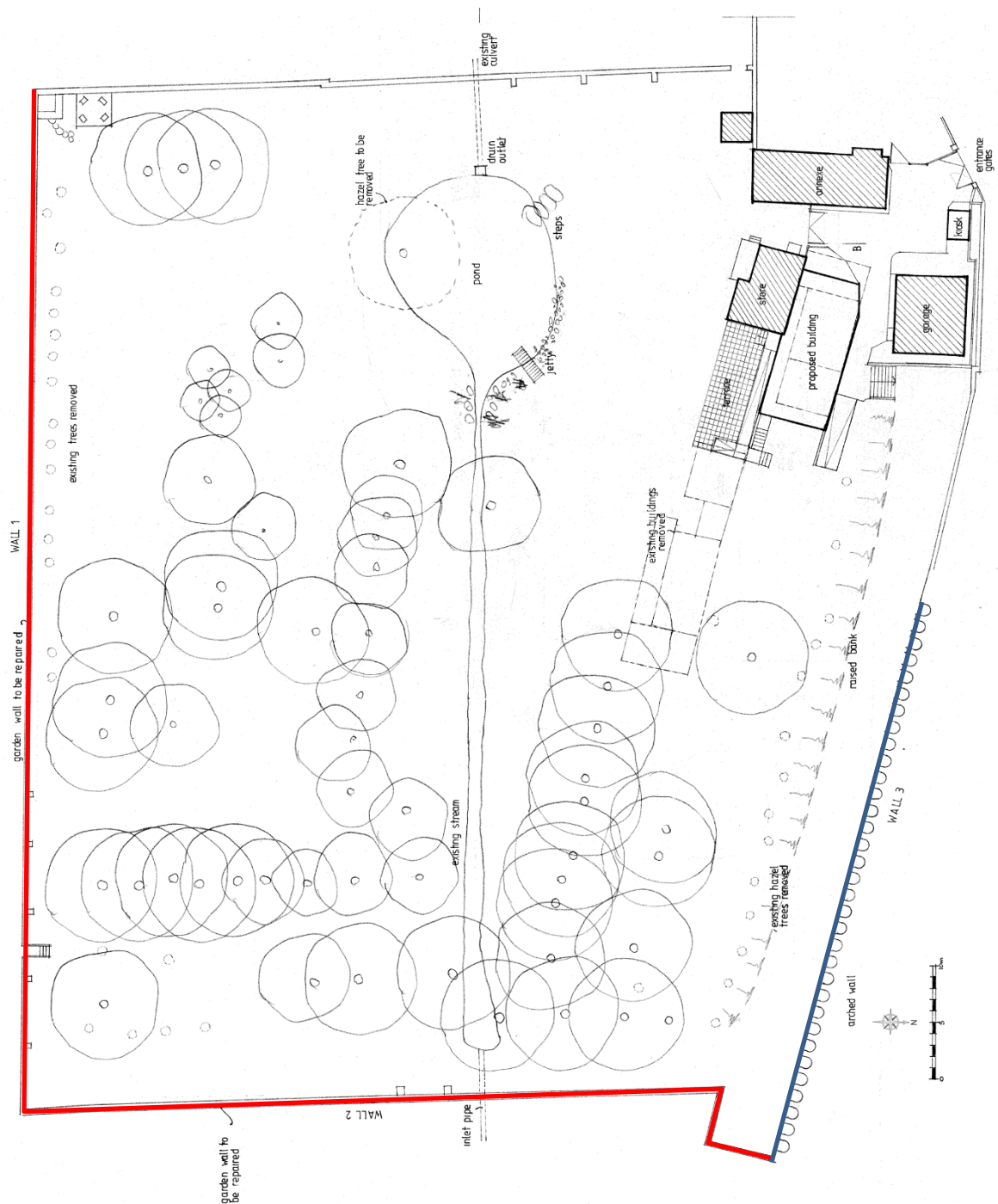


Figure 3: Walls undergoing restoration in Phase 1 (red) and Phase 2 (blue) (scale as shown)



2 Aims & Methods

2.1 Aims

Historic Building Recording:

The aims of the project are:

- To compile a record of the walls prior to restoration
- To provide sufficient information on the historic and architectural significance of the building that will place the findings of the investigations in their local and regional context
- To provide a report that meets the requirements of the National Planning Policy Framework

Watching Brief:

- To ensure the archaeological recording of previously unexposed historic building fabric

2.2 Standards

The work will conform to the following requirements:

- The Chartered Institute for Archaeologists' *Standard & Guidance for the Investigation and Recording of Standing Buildings or Structures* (CIfA 2019), and *Standard and Guidance for an Archaeological Watching Brief* (CIfA 2020)
- The Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2019)
- Current Historic England guidelines (HE 201, 2016; EH 2008)
- Greater London Archaeological Advisory Service Archaeological Guidelines (GLAAS 2015)
- Data Protection Act 2018

2.3 Methods: Historic Building Recording

Historic building survey involves the preparation of a detailed record and interpretation of a standing building and its fixtures and fittings, by a combination of historical research, written description, measured survey and photography. As such, it is essential that unrestricted access to the structure being recorded is given to the surveyors, subject to current health and safety requirements and site security.

The survey will follow the standards, conventions and specifications defined by Historic England (HE 2016), and will be undertaken to Historic England Level 3-4 (see Appendix 1).

Historical Research

As comprehensive historical research has previously been undertaken for Church Gardens, no further site-specific research is required. However, further research may be carried out if required to clarify queries raised by the survey and/or Watching Brief.

Written Description

The written description will be prepared from detailed notes and sketches taken on site, using the appropriate KDK Historic Building Record Sheets. This information will be augmented by a study of the drawings and photographs. The written description will be presented in a logical and consistent format, supported by relevant drawings and photographs.



Photogrammetrical Survey

A photogrammetrical survey will be undertaken prior to any works taking place to provide 3D models and scaled orthophotographs of the elevations. A second series of photogrammetrical surveys will be completed as each wall (or extensive area of walling) has been restored and before weathering can take place.

Photographic Survey

The additional 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.

Individual photographs will be taken of areas of interest, such as changes of height and/or style, where different phases of building are evident or architectural features have been introduced.

Drawn Record

A drawn record of building phases and other elements of architectural interest will be compiled using the ortho-images and CAD drawings as the baseline.

2.4 ***Watching Brief***

A programme of Archaeological Observation and Recording (also known as a Watching Brief) requires an experienced archaeologist to monitor the groundworks such as footing or underpinning works associated with the repairs to the wall. An intermittent Watching Brief will be undertaken in order to inspect the basal courses of the walls and recesses as they become exposed.

Each site visit will generate observation records including sketches and photographs as described above.



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). Although the sections below provide only a brief summary of the development of the site, a detailed study of the house and gardens was prepared by Dr Sarah Rutherford in 2004 to inform a conservation plan.
- 3.2 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.
- 3.3 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.
- 3.4 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.



5 Archive

- 5.1 The project archive will consist of the electronic and paper records, photographs and any artefacts recovered during the Watching Brief. Any associated records, photographs or finds that are also acquired will be included.
- 5.2 Following recent discussion with Historic England, the orthodata will be archived as follows:
- All the original images will be archived
 - The orthophotos will be archived as CAD files (called in DWG)
 - A copy of the processing report will be archived as a PDF
- 5.3 The London Archaeological Archive and Research Centre has been contacted to make preliminary deposition arrangements (LAARC Ref HAK21). 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).



6. Staffing

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.



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 |
|-------------------------|-------------|---|
| Initial photogrammetry | 1 | Specialist photographer |
| Initial building survey | 1-2 | Historic buildings consultant/assistant |
| Watching Brief visits | As required | Historic buildings consultant/assistant |
| Report | 5 | Historic buildings consultant |
| Specialist Reports | As required | Appropriate specialist |
| Archive | 1 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 ***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

- Allen J L & Holt A St J 1986 (with later updates) *Health & Safety in Field Archaeology*. London: Federation of Archaeological Managers & Employers
- ClfA 2019 *Code of Conduct*. Reading: Chartered Institute for Archaeologists
- ClfA 2019 *Standards & Guidance for the Investigation and Recording of Standing Buildings or Structures*. Reading: Chartered Institute for Archaeologists
- ClfA 2014 *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials*. Reading: Chartered Institute for Archaeologists
- ClfA 2020 *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives*. Reading: Chartered Institute for Archaeologists
- EH 2008 *The Management of Research Projects in the Historic Environment. PPN3: Archaeological Excavation*. London: English Heritage
- Ferguson L M & Murray D M 1997 *Archaeological Documentary Archives: Preparation, Curation and Storage* Paper 1. Manchester: Chartered Institute for Archaeologists
- HE 2015 *The Management of Research Projects in the Historic Environment: the MoRPHE Project Managers' Guide*. London: Historic England
- HE 2016 *Understanding Historic Buildings: A Guide to Good Recording Practice* London: Historic England
- SMA 1995 *Towards An Accessible Archaeological Archive - the Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales*. London: Society for Museum Archaeologists
- Walker K 1990 *Guidelines for the Preparation of Excavation Archives for Long-Term Storage*. United Kingdom Institute for Conservation, Archaeology Section (London).

Secondary Sources

- Bertrand J. 2015 *Written Scheme of Investigation for Archaeological Observation, Investigation & Recording: Church Gardens, Church Hill, Harefield, Middlesex*. KDK Library Ref.170/HCG.
- 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]
- Cuthbertson, E. 1992 *Gregory King's Harefield Hillingdon Borough Libraries*
- 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].

Rutherford, S. 2004 *Church Gardens, Harefield, Greater London: Conservation Plan Vol 1a, Report & References*

Rutherford, S. 2004 *Church Gardens, Harefield, Greater London: Conservation Plan Vol 1b, Appendices*

Rutherford, S. 2004 *Church Gardens, Harefield, Greater London: Conservation Plan Vol 2, Historic Material & Illustrations*

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.

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



Appendix 1: Historic England Specifications (HE 2016)

| Survey element | EH Level 1 | EH Level 2 | EH Level 3 | EH Level 4 | Photographic Survey |
|-----------------|----------------|---|--|-----------------------------------|---------------------|
| Written Account | 1 - 4 | 1 – 3, 6 | 1-3, 6-9, 11-13, 22: sometimes 5, 14-16, 18-20, 23 | 1-3, 5-8, 10-22: sometimes 23 | 1-3 |
| Drawings | sometimes 1 | sometimes 1, sometimes one or more of 2-7 | 2, sometimes one or more of 3 -12 | 2, sometimes one or more of 3 -12 | - |
| Photography | 1, sometimes 2 | 1, 2, 4 | 1 - 9 | 1 - 9 | 1-9 |

Written Account

1. The building's precise location, as a National Grid reference and in address form.
2. A note of any statutory designation (listing, scheduling or conservation area). Non-statutory designations (historic parks and gardens registers, local lists etc) may be added.
3. The date of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
4. A summary (if no further details are called for) of the building's type or purpose, its materials and possible date(s), in so far as these are apparent from a superficial inspection.
5. A table of contents and a list of illustrations or figures.
6. An expansion of 4, if appropriate, summarising the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. The purpose of such an expansion is to describe the building when no fuller record is necessary, to serve as an introduction to the more detailed body of the record that may follow, and to satisfy those users who may need no more than a summary of the report's findings.
7. An introduction, setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints which limited the achievement of objectives. Where appropriate the brief for the work or the Written Scheme of Investigation should be stated or appended.
8. Acknowledgements to all those who made significant contributions – practical, intellectual or financial – to the record or its analysis, or who gave permission for copyright items to be reproduced.
9. A discussion of published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
10. An expansion of 9, if appropriate, drawing additionally on primary documentary sources.
11. An account of the building's overall form (structure, materials, layout) and its successive phases of development, together with the evidence supporting this analysis.
12. An account of the past and present uses of the building and its parts, with the evidence for these interpretations. An analysis of any circulation pattern or decorative, iconographic or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purposes. For an industrial building, a sequential account of the ways in which materials or processes were handled.
13. Any evidence for the former existence of demolished structures or removed plant associated with the building.
14. A summary of the findings of any specialist reports (dendrochronology or paint analysis, for example).
15. A discussion of the building's past and present relationship to its setting: for example its relationship to local settlement patterns, to a field system, to a park, garden, moat, graveyard or other artificial landscape; its part in any larger architectural or functional group of buildings; its visual importance as a landmark.
16. An appraisal of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the history of the building and its site.
17. A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials status or historical associations.
18. Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).



19. Copies of other records of the building, including specialist reports (again with any necessary permissions), or a note of their existence and location.
20. Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of the building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.
21. Relevant information from owners, builders, architects or others who may be acquainted with the building, including oral history. The sources of the information must be given, and it is important that the particular strengths and weaknesses of oral information are weighed.
22. Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to do both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the date on which the site was consulted should be noted.
23. A glossary of architectural or other terms likely to be unfamiliar to readers. If few in number, terms may be explained more economically within the text or in foot or endnotes.

Drawn Record

1. Sketched plan, section, elevation or detail drawings (if a more thorough drawn record is not made). Sketches may be thoroughly dimensioned.
2. Measured plans (to scale or fully dimensioned) as existing. These may extend to all floors, or may be limited to one or a few. The latter option may be appropriate, for example, in a town-centre building where upper floors have been little altered but modern retail use has obscured evidence for an earlier form of ground floor. Buildings with a repetitive structure (such as some industrial buildings) may be planned on one floor only, but a note or a sketch plan should indicate the arrangement of other floors. Plans should show the form and location of any structural features of historic significance, such as blocked doors, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance, including former machinery.
3. Measured drawings recording the form or location of other significant structural detail, such as timber or metal framing.
4. Measured cross-sections, long sections or elevational sections illustrating the vertical relationships within a building (floor and ceiling heights or the form of roof trusses, for example).
5. Measured drawings showing the form of any architectural decoration (the moulding profiles of door surrounds, beams, mullions and cornices, for example), or small-scale functional detail not more readily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating.
6. Measured elevations, where these are necessary to an understanding of the building's design, development or function and not more readily obtained by photography.
7. A site plan, typically at 1:500 or 1:1250, relating the building to other structures and to related topographical and landscape features.
8. A plan or plans identifying the location and direction of accompanying photographs.
9. Copies of earlier drawings throwing light on the building's history.
10. Three-dimensional projections when these are of value in understanding the building. If these are to be considered as components of the record they must always be supported by measured plans, sections and elevational details.
11. Reconstruction drawings and phased drawings, when these are of value. Since these are by their nature interpretative, the evidence on which any reconstruction or phasing is based must always be given. Successive phases of a building's development may be shown by a graded tone (dark to light, with darker being the earlier), by colour, by sequential diagrams or by annotation. Whenever phased drawings are included in a record, they must be accompanied by the unmarked drawings on which they are based.
12. Diagrams interpreting the movement of materials (process flow) or people (circulation), or the segregation of people or activities (e.g. permeability diagrams), where these are warranted by the complexity of the project. As with items 10 and 11, the evidence supporting these interpretations must be provided.

Photographic Record

1. A general view or views of the building (in its wider setting or landscape, if the views noted in 2 below are also adopted).



2. The buildings external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape. When an individual elevation embodies complex historical information, views at right angles to the plane of the elevation may also be appropriate.
3. Further views may be desirable to indicate the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting. In the case of building elevations that may have been conceived as formal compositions, views at right angles to the plane of the elevation may again be appropriate.
4. The overall appearance of principal rooms and circulation areas. The approach will be similar to that outlined in 2 above.
5. Any external or internal detail, structural or decorative, which is relevant to the building's design, development or use and which does not show adequately on general photographs. When photographing details it can be helpful to include a clearly marked and suitably sized scale next to the subject and parallel to one edge of the photograph.
6. Any machinery or other plant, or evidence for its former existence.
7. Any dates or other inscriptions, any signage, makers' plates or graffiti which contribute to an understanding of the building or its fixtures or machinery, if not adequately captured by transcription. A contemporaneous transcription should be made wherever characters are difficult to interpret.
8. Any building contents or ephemera which have a significant bearing on the building's history (for example, a cheese press or a malt shovel), where not sufficiently treated in general photographs.
9. Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's consent may be required.



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.

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 |
| 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 |



| Find Type | On site selection | Post Excavation selection |
|--|--|--|
| | | 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 |



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 |
|---|--|

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 | Injury | <ul style="list-style-type: none"> Be aware of existing hazards Ensure good housekeeping of equipment |
| Close proximity to people | Danger of transmitting Covid-19 | <p>Follow most up to date guidelines as they are developed (https://www.gov.uk/government/topics/coronavirus-covid-19-uk-government-response)</p> <ul style="list-style-type: none"> 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 |
| Falling masonry | Injury-death | <ul style="list-style-type: none"> Ensure safety procedures are in place for securing unsafe masonry as appropriate Do not work close to dangerous areas in high winds Use appropriate PPE |
| Project: | Church Garden, Church Hill, Harefield, Middlesex | |
| Project Code: | 578/HCG | |



| | |
|-----------------------|---------------------|
| Date of Assessment: | 10.05.2021 |
| Assessed By: | Karin Kaye MA MCIfA |
| 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 |