



KDK ARCHAEOLOGY LTD

Written Scheme of Investigation for Historic Building Monitoring and Recording Phase II

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>	LAARC Ref 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 arcaded garden wall		
<i>Local Planning Authority:</i>	London Borough of Hillingdon		
<i>Planning application ref:</i>	50761/APP/2020/3773, 50761/APP/2020/3774, 50761/APP/2023/3242 & 50761/APP/2023/3244		
<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 a Historic Building Monitoring and Recording on Church Gardens, Church Hill, Harefield, Middlesex. The work, which is part of a requirement of the *National Planning Policy Frameworks* (NPPF) (MHCLG 2025), 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, 50761/APP/2023/3242 & 50761/APP/2023/3244.

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 and is centred 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 Mary's Church is situated just beyond the cemetery. The north, east and south of the site are 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 it 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 building (List Entry



No. 1192887; MLO 85096). The list entry describes the walls as follows (the current project focusses on the section of wall highlighted in bold):

*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 current phase of development comprises repair and restoration work to the arcaded garden wall (Fig. 3).



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

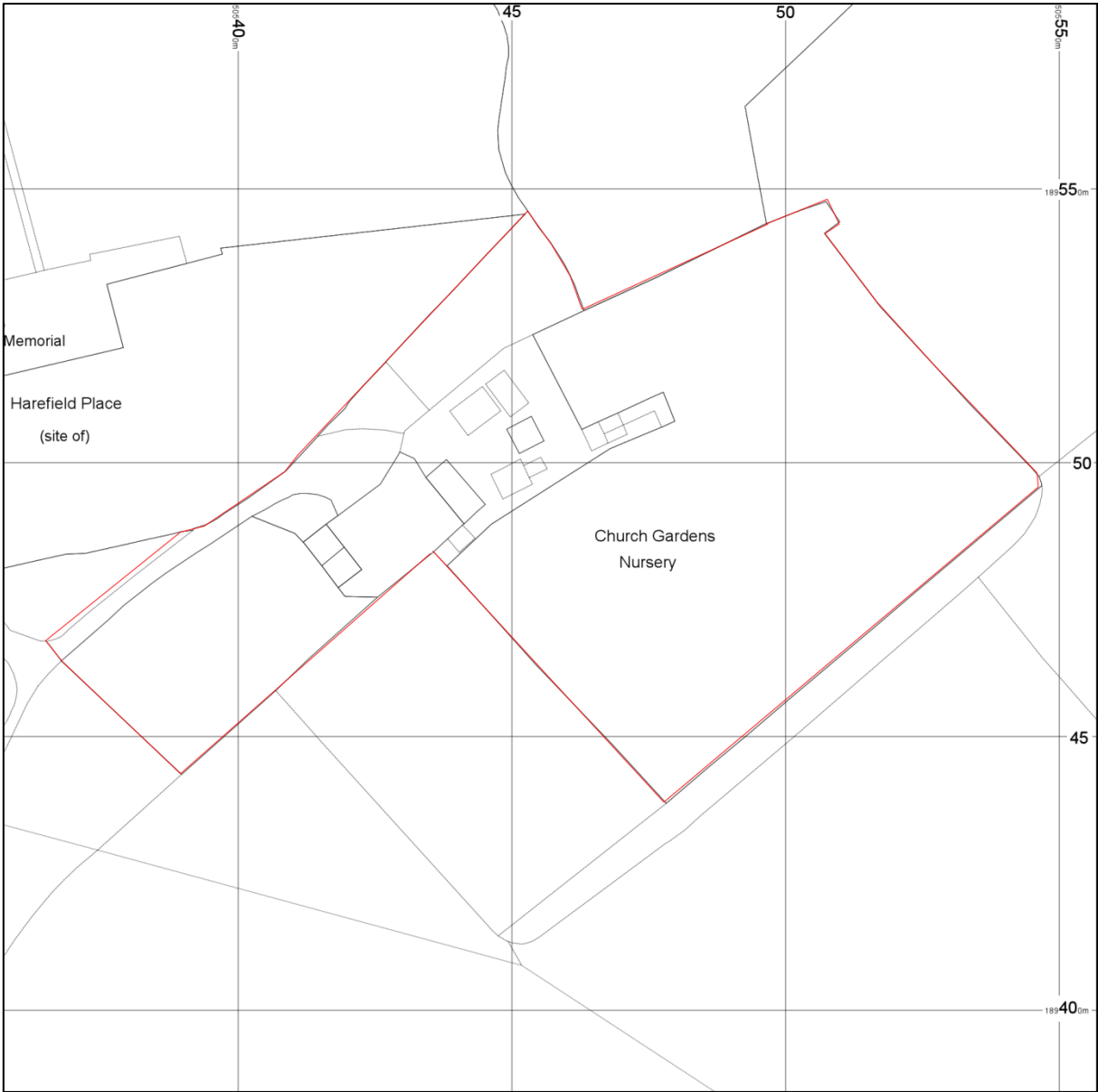


Figure 2: Site location (scale 1:1250)

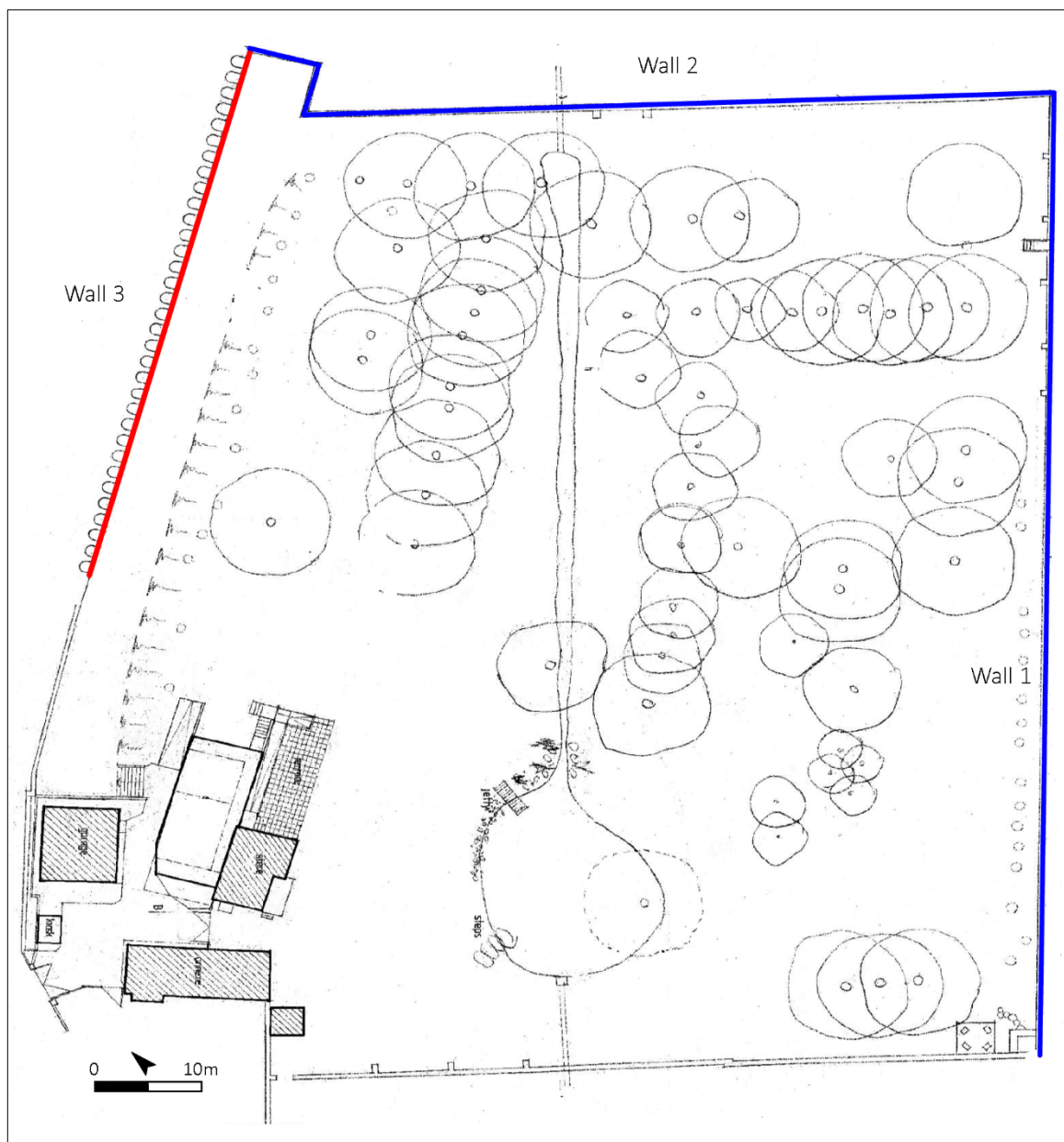


Figure 3: Proposed development, current phase marked in red (scale 1:650)

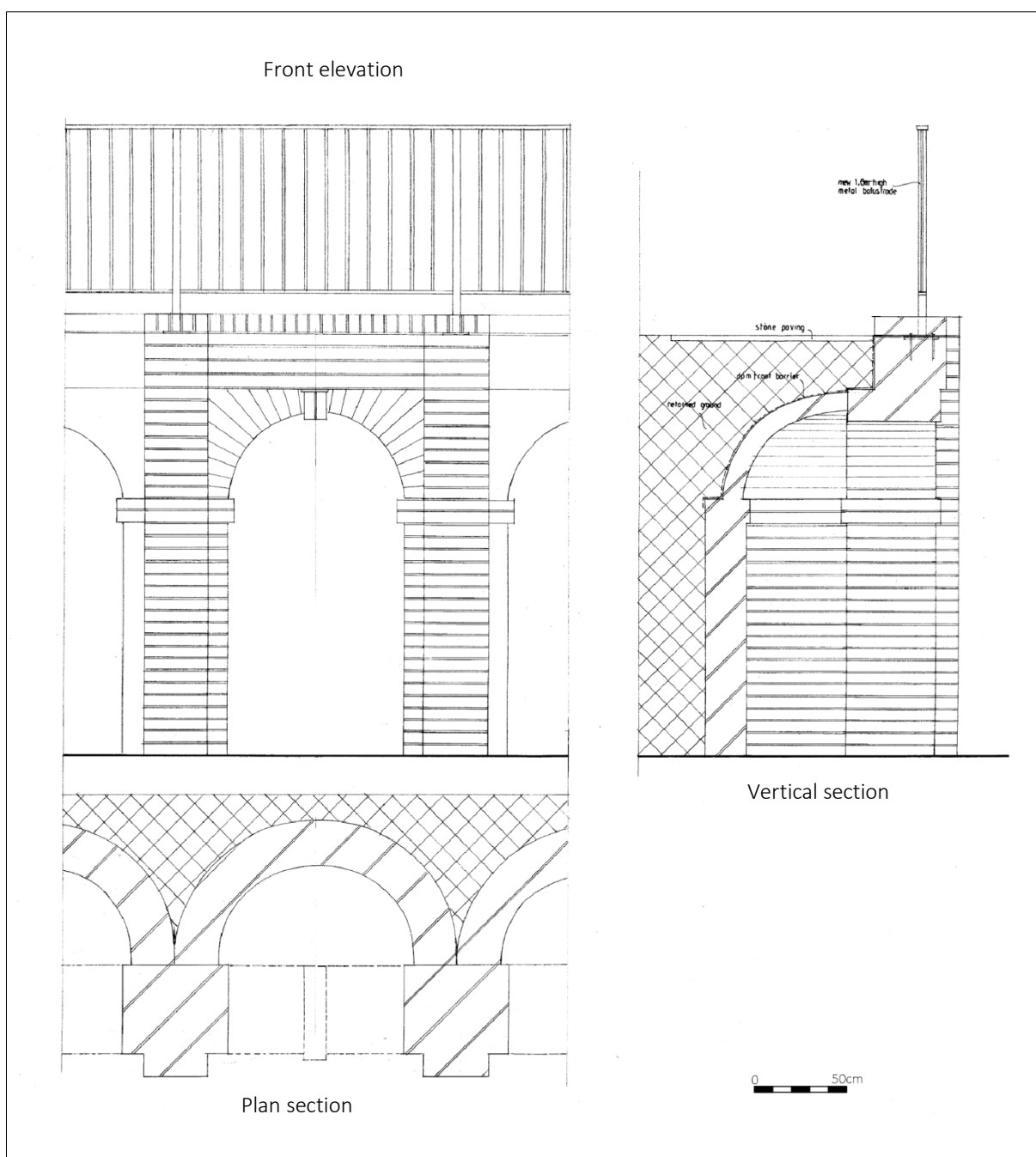


Figure 4: Proposed works (scale 1:35)



2 Aims & Methods

2.1 Aims

The aims of the project are:

- To ensure the archaeological recording of the arcaded wall prior to the works commencing
- To ensure the archaeological recording of all aspects of the development programme likely to have an impact on the historic fabric of the building during the works
- To provide an adequately detailed project report that will place the findings of the investigations in their local and regional context, with reference to the relevant regional research agendas.

2.2 Standards

The work will be informed by the following requirements:

- The relevant sections of the Chartered Institute for Archaeologists' *Standard & Guidance for the Investigation and Recording of Standing Buildings or Structures* (CIfA 2019b)
- The Chartered Institute for Archaeologists' *Code of Conduct* (CIfA 2025)
- 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

All alterations to the building that impact on the historic fabric or expose previously hidden structural and/or architectural material will be monitored by an experienced archaeologist, who may undertake additional historic building recording, analysis and assessment if required.

- A written record will be made of each site visit using KDK's Historic Building Restoration Sheet.
- These records will be accompanied by sketches if appropriate.
- In addition, a photographic record will be maintained throughout the watching brief.
- The recording will be based on drawings made available by the client/client's agent.

2.4 Historic Building Recording (if required)

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; EH 2008), and will be undertaken to HE 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 has been undertaken to provide scaled orthophotographs of the wall.

Photographic Survey

An additional photographic survey has been compiled using a high resolution digital SLR (minimum 20 mpp) JPEG format. Metric scales have been used in all photographs where appropriate. Further photographs will be taken in a similar manner during the course of the project and a cross-referenced photographic register will be maintained on KDK's Photographic Record Sheet.

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.

2.5 ***Carbon Reduction***

Measures to reduce the carbon footprint of the project include:

- All textual recording will be undertaken digitally
- Digital sketch sheets will be used where practicable
- All photography will be completed using a high specification DSLR camera
- The report will be produced as a digital copy only unless paper copies are required for the HER
- All communications with the client, architect, site contractors and GLAAS will be by email or phone



3 Archaeological & Historical Background

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 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. 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 a 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. It 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.

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).

Earlier phases of the current investigations were conducted by KDK Archaeology in 2021 (Shlasko 2021a, Shlasko 2021b). These included a programme of archaeological evaluation within the garden and adjacent to the house and a programme of archaeological monitoring and reporting during groundworks. Although the evaluation produced an array of 19th and 20th century artefacts, no archaeological features were identified in the trenches (Shlasko 2021a: 12-16). The watching brief revealed a single ditch, running SSE-NNW. The pottery analysis suggested that this ditch was filled in the mid-late 12th century and may have served as a drainage channel (Shlasko 2021b: 15). The presence of possibly reused Roman building material in the trench provides evidence for Roman occupation somewhere in the vicinity.

Further archaeological investigations by KDK in 2024 revealed an early 19th century, square brick feature, thought to have been a cistern, that abutted the northern boundary wall. This had an arched opening at the southern end that may have allowed water to enter into a second masonry feature that was aligned north to south. This second structure, which appeared to have been built at the same time as the wall, could not be further investigated and so neither the full extent nor the function of this feature could be confirmed (Dodd 2025).



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 will consist of the electronic and paper records and digital photographs. Any associated records and photographs that are also acquired will be included.
- 5.2 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).
- 5.3 The digital archive for this project will be uploaded to the Archaeological Data Service in line with the ADS guidelines (<https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/>).



6. Staffing

6.1 *KDK Staff*

Karin Kaye MA MCIfA

Karin graduated from the Institute of Archaeology, UCL with an MA and first-class honours degree in medieval archaeology. Her archaeological career began at the Heritage Network, in Hertfordshire, where she was given a solid grounding in commercial archaeology. In subsequent posts she gained considerable experience in managing all types of archaeological projects as well as specialising in historic buildings and church archaeology. She co-founded KDK Archaeology Ltd with David Kaye, which began trading in early 2013.

David Kaye BA ACIfA

David graduated with an honours degree from the Institute of Archaeology, UCL in 2004 following a long career in photography, graphic design, and exhibitions. He joined Heritage Network, in Hertfordshire, whilst still a student and gained considerable experience in his seven years there. Since then he has led many excavations, including a large Roman field system at a quarry site, an Anglo Saxon cemetery at a school, and an ongoing Roman roadside settlement at an industrial complex. Apart from the day-to-day project management, David is responsible for all elements of Health and Safety.

Pat Reeves

Pat joined KDK as an administrative assistant in 2017 bringing with her a wealth of experience from a long and varied career. Apart from her administrative and financial skills, Pat also provides specialist knowledge in post-medieval porcelain and small finds. She has been the office manager since 2021.

Ellen Shlasko PHD

Ellen has been working as a reports officer for KDK since 2015. Previously, she was based in the US, where she specialised in the historical archaeology of the southeast. A graduate of Brandeis University, she holds a MA in historical archaeology from the College of William and Mary in Virginia and a PhD from Yale University. Ellen is also active in the Welwyn Archaeological Society and the Community Archaeology Geophysics Group, which has been mapping the Roman city of Verulamium since 2013.

Barney King PCIfA

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 2017, and is now responsible for maintaining IT systems, surveying and processing environmental samples.

Derek Watson PHD

Derek Watson graduated from the Institute of Archaeology, UCL in 2004 with a PhD in Archaeology. He also has a first-class honours degree in Environmental Archaeology from the Institute of Archaeology and an MSc from the University of Sheffield in archaeological environmental science and palaeoeconomics. He has worked on both commercial and academic archaeological projects in North America, Europe, North and West Africa, and has directed his own research projects in Ghana. Derek has been working as a zooarchaeologist and a reports officer for KDK since 2018.



Asa Beeby

Asa Beeby graduated from the University of Kent in 2017 with a BA in Classical and Archaeological Studies and has since worked at multiple archaeological companies. Asa has developed his skills undertaking various roles in fieldwork within the Midlands, South and Southeast England. Asa joined KDK as a project supervisor in August 2025 and undertakes a wide array of archaeological work particularly enjoying Palaeolithic and Roman archaeology. Asa also has an MSc in Wildlife and Conservation Management from the University of South Wales, which he completed in 2023.

Sarah McAlpine

Sarah studied archaeology at Queens University Belfast in Northern Ireland and has worked on a variety of projects in the commercial archaeological sector since leaving in 2024. Sarah has experience of both rural and urban archaeology and is now looking to developing her skills in pottery and osteological analysis. Sarah joined KDK Archaeology as a project archaeologist in March 2025.

Kelly Tresadern

Kelly has a background in retail across various roles from sales to senior management. More recently she has been a Programme Manager in store development and implementation area of business, managing a capital programme for estate property and retail site updates. Her skills are project management, programme management, resource management and process improvement. For the last 18 months Kelly has been a central office support volunteer for StreetVet, a charity that provides free veterinary treatment to pets of homeless people across the country. Kelly joined KDK Archaeology in August 2025 as a project co-ordinator.



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	Peter Guest	Vianova Archaeology
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	Freelance
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	Lynden Cooper	Pre-Construct Archaeology
Metalwork	Quita Mould	Freelance
Quernstones	Chris Green	Freelance
Industrial waste	David Dungworth	Freelance
Saxon & medieval small finds	Rosie Weetch	Freelance
Timber	Damian Goodburn	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 The report will normally be available no later than four months 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	Days	Staff
Monitoring visits	As required	Historic Buildings Consultant
Research	1	Historic Buildings Consultant/Assistant
Report	5	Historic Buildings Consultant
Archive	1	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 2) has been completed prior to the commencement of the project, and will be checked and updated on site.

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 *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

- ADS. Guides to Good Practice: <https://archaeologydataservice.ac.uk/help-guidance/guidesto-good-practice/>
- ADS. Instructions for Depositors:
<https://archaeologydataservice.ac.uk/helpguidance/instructions-for-depositors/>
- ADS. Data management: <https://archaeologydataservice.ac.uk/help-guidance/how-to-prepare-data/>
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Appendix1: 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. It 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

Project Details:

Name Church Gardens, Church Hill, Harefield, Middlesex **Site Code** 578/HCG

Accession number LAARC Ref HAK21 **Project Type** Historic Building Watching Brief

Contact Karin Kaye MA MCIfA (Project Manager) or Nicola Bell (Archivist)

Introduction:

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

An identical version of this Appendix will be created and kept up to date as the project progresses. Updates will be agreed with GLAAS and the museum.

Digital Data Management Plan

Data Collection (*what will be collected and how?*):

Data will be collected in line with the Project Brief and WSI standards and requirements. Data acquisition standards are in line with the ADS guide to Good Practice. Specific data will be:

Excel Spreadsheets will be used on site to collect fieldwork data and registers

Word documents will be used to produce draft reports which will be finalised in pdf format

Digital images will be taken and saved as JPGs

Digital survey data will be presented in an appropriate CAD format and converted to TIFF or PDF as required.

A working project folder will be maintained of all project related data on the company server. Tablets will be used on site and downloaded to the folder on the company server on a daily basis.

Documentation and Metadata:

A summary of all data sources and contributors will be provided as part of the final archive alongside a meta data summary. This will be prepared in line with ADS deposition guidelines.

Ethics and Legal Compliance (*how are any ethical, copyright and IPR issues being managed?*):

KDK have a GDPR compliant privacy policy which underpins the management of personal data. Personal data is not stored in the project related folders but separately on the company server. Any personal data will be removed from the project archive and permission to use individuals' names in any reporting is gained prior to use.

Copyright of all data created by the team is owned by KDK and permission to include data from external sources is secured on the engagement of that source.

Where formal permission or licence agreements are required for data sharing these will be included in the project documentation.

Storage and Back up (*how will data be stored, accessed and backed up during the project?*):

Organisational IT is managed by an internal IT and data manager who is responsible for the management and verification of daily back-ups and who supports access to security copies as needed. The onsite company server is automatically backed up 5 times a day to a secure off site server through an encryption process.

Sufficient data storage is available on the onsite company server, which includes single factor authentication and permissions-based access. The server is accessible by staff on and off site through a secure log-in.

Off site access to the project files on the server is provided to support back up of raw data while fieldwork is ongoing. Where internet access is not possible, the raw data is backed up to a separate hard drive until direct access to the server can be established.

Only KDK staff can access the server. External specialists and contractors are sent whatever documentation they need via email or WeTransfer, none of which contain sensitive information.



Selection and Preservation (*what will be retained, shared and/or preserved, what's the long-term plan for data preservation, are ADS informed and have costs been considered?*):

The collection and selection strategy, including the data management plan will be reviewed throughout the project and specifically at the end of fieldwork and/or before post excavation work starts and following full analysis. The updated plans will be included in all reporting stages.

Prior to deposition the plans will be updated and finalised in agreement with the planning archaeologist, museum, client and ADS if appropriate.

All versions of data will be retained until report approval. Final versions of digital documents will be archived in line with museum guidance. Duplicate documents will be deleted and the remaining data will be retained in the file structure on the company server.

The full costs of archiving in line with museum guidelines have been included in the project costs.

The digital data will be uploaded to, and stored on ADS

Data Sharing and Accessibility (how will data be shared and made accessible and are there any restrictions):

The project has been added to the OASIS Index of Archaeological Investigations (kdkarcha1-501748) and will be updated as the project progresses. A final version of the approved report will be added to OASIS along with details of the project archive location.

The final version of the report will be supplied to the Historic Environment Record when approved by the planning archaeologists. Any further data which they request will be provided directly.

No restrictions to data or data sharing are envisaged at this stage.

Responsibilities (who is responsible for data management):

The project manager is responsible for implementing the data management plan and ensuring it is reviewed at each stage of the project. The data capture, metadata production and data quality is the responsibility of the project team, quality assured by the project manager.

Storage and back up of data in the field is the responsibility of the field team and once data is on the organisational server it is the responsibility of the IT and data manager.

Data archiving is undertaken by the project team in conjunction with the archive officer and the archive officer is responsible for the transfer of the archive to the final repository.

Paper data

All project related paper documentation, for example fieldwork sheets, drawings, any 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.

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



Find Type	On site selection	Post Excavation selection
		discussion with the specialist, GLAAS and the museum. All final decisions regarding retention/dispersal will be agreed with GLAAS.
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. All final decisions regarding retention/dispersal will be agreed with GLAAS.
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
Flint Tools	All flint tools will be collected	All flint tools will be retained
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. All final decisions regarding retention/dispersal will be agreed with GLAAS
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. All final decisions regarding retention/dispersal will be agreed with GLAAS
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. All final decisions regarding retention/dispersal will be agreed with GLAAS
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



Find Type	On site selection	Post Excavation selection
		specialist for selection and any discard agreed with GLAAS and the museum. All final decisions regarding retention/dispersal will be agreed with GLAAS
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. All final decisions regarding retention/dispersal will be agreed with GLAAS.
Environmental samples	<p>40l samples will be taken from archaeologically significant features in line with the agreed sampling strategy, see Appendix 2 for details. This means that environmental samples will not be taken routinely from backfilled 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</p> <p>The Environmental Specialist will be engaged to discuss more detailed strategies in areas of specific interest if they arise</p> <p>Securely stratified deposits that contain dating evidence will be targeted, particularly corn driers, hearths, kilns, pits and cesspits, of all periods across the site</p> <p>Different parts or layers in kilns /ovens will be sampled to examine function</p> <p>10 litre samples for insect analysis from waterlogged deposits if present, and additional samples for plant macrofossils may also be taken.</p> <p>Pollen samples will be taken from a representative selection of contexts of different potential time spans</p> <p>20% of the pre-medieval quarry pits, if present, will be sampled to determine the presence of mineralised material</p>	<p>Tangible artefacts found through the environmental processing will be retained for archiving, this includes the flots from archaeobotanical analysis</p> <p>All other retention from the processing will be discarded</p>



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:
Working on scaffolding/ladders	<ul style="list-style-type: none"> Falls from insecure ladders Tripping over scaffold planks Tripping over equipment and other hazards Falling through hatch Injury or accident through poor light Injury or accident through poor weather conditions 	<ul style="list-style-type: none"> Ensure ladders are secured before use Ensure ladder is sound before use Be aware of gaps and overlapping planks on scaffolding Be aware of trip hazards on scaffolding Ensure good housekeeping of equipment Ensure hatch covers where used are in place Be aware of the location of the hatch in relation to working area Do not work on scaffolding if there is insufficient light Do not work on scaffolding in high winds or if the scaffolding or ladders are slippery Use safety gear as appropriate Never work on scaffolding alone
Objects falling from ladders/scaffolding		<ul style="list-style-type: none"> Wear full PPE Be aware of overhead work Make ones presence aware to other site staff
Trip hazards		<ul style="list-style-type: none"> Be aware of existing hazards Ensure good housekeeping of equipment
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



NB: Asbestos, contaminants etc	Serious health risks	<p>The developer is to ensure that the site is free of hazardous materials.</p> <p>Where such material is discovered during fieldwork, the developer will remove it or make it safe before KDK continues with onsite work.</p> <p>KDK to be informed of the use of pesticides, insecticides, herbicides or similar substances on the site prior to the start of any fieldwork.</p>
Project:	Church Gardens, Church Hill, Harefield, Middlesex	
Project Code:	578/HCG	
Date of Assessment:	18/12/2025	
Assessed By:	Ellen Shlasko PhD	
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 site conditions are extremely poor.• Use vehicles to traverse uneven ground if possible.• 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 COSSH assessment if hazard identified.	4



Archaeological Fieldwork: General Hazards								
Task	Hazard	Adverse Effect	People at Risk	Likelihood × Consequence = Risk Score			Actions to minimise risk	Residual Risk
							<ul style="list-style-type: none">• Inform staff of identified hazards.• Restrict working areas if necessary.• Provide welfare/hygiene facilities.• Monitor staff health.• Use appropriate PPE.	
General site work	Environmental pollution	Moderate	Field staff, visitors, public	2	4	8	<ul style="list-style-type: none">• Dampen down dry surfaces.• Restrict hours of plant operation if noise is an issue.• Seek to minimise landfill.	2
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 firefighting equipment	5