

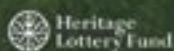
Exploring

Your woodlands history

A guide for community groups and
woodland owners
*Based on the experiences of
The Clowes Wood Archaeology
Project 2002 – 2004*



Local Heritage initiative



Dr Nicola Bannister (Landscape, History & Conservation)

Ashenden Farm
Bell Lane, Biddenden
Kent. TN27 8LD
TEL/FAX (01580) 292662
E-mail: ashenden@supanet.com

Debbie Bartlett (Landscape Architect)

Hazel Cottage
Lower Hardres
Canterbury
Kent
CT5 4NY
TEL : (01227 700627)

Mr Terry Jennings

(District Forester)
Forest Enterprise
South East England Forest District
District Office
Bedgebury
TEL : (01580) 211044

Canterbury Woodlands Research Group

Prof. Chris Cherry (Co-ordinator)
90 Whitstable Road,
Canterbury
CT2 8ED
TEL : (01227) 464196

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This manual describes the methodology used during the Clowes Wood Archaeology Project. The interest of an existing group in woodland archaeology and the Forestry Commission's need for accurate information to inform plans for conservation and enhancement of natural and cultural heritage came together and produced a two volume report. This is now being consulted when forestry operations are planned and is the basis for interpreting the way the woodland has developed to the wider public.

An essential role was played by Dr Nicola Bannister, expert Landscape Archaeologist specialising in woodlands. This input was funded by the Local Heritage Initiative who have also funded production of this manual so that others can learn from our experience.

PARTICIPANTS IN THE PROJECT

The Clowes Wood project was widely advertised as an opportunity for those with an interest in, and some knowledge of, archaeology to get actively involved in helping to undertake this investigation. The following people were involved in some aspect of the training and practical investigations

| | |
|-----------------------|----------------------|
| Brian Abbott | Peter Giles |
| *Elizabeth Birmingham | Sue Harris |
| Rosemary Brown | Holly Harris |
| Bryan Brown | *Bill Holmes |
| Ian Brown | *Mary Jefferies |
| Hayley Camp | Theresa Jones |
| Susan Camp | Lynn Leigh |
| *Chris Cherry | *Rene Marchant |
| Virginia Cutler | *Valarie Martin |
| Carol Davis | *Margaret Matherne |
| Trevor Davis | David Maylem |
| *Gerry Flack | *Heather Nightingale |
| Heather Forbes | Steve Peters |
| *Bob Foster | *David Shire |
| *Brenda Foster | Alan Thisleton |
| *Mary Fox | |

THE CANTERBURY WOODS RESEARCH GROUP

Members of this group, which developed from the Blean Research Group, were actively involved and most of the members had previous experience in woodland archaeology. They are marked with a star (*) in the list above.

All those involved with the Clowes wood Archaeology Project would like to thank the staff at the Centre for Kentish Studies, County Hall, Maidstone, the staff at Canterbury Cathedral Archive, Forest Enterprise at Bedgebury and the Site and Monuments Officer at Kent County Council for their help over the course of the project.

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BACKGROUND

This manual has been produced as the result of a project begun in 2004 and funded by the Local Heritage Initiative [LHI] as part of the Blean Initiative, which has been running since 2002 and aims to promote the natural and cultural heritage of the area to both local people and visitors.

The Blean is the area of countryside and villages between the cathedral city of Canterbury and the towns of Faversham, Whitstable and Herne Bay. It is a mosaic of villages, woodlands, farms, local businesses, shops and pubs. It is the largest area of ancient woodland in the South East and is being promoted with the strap line of 'Canterbury's Ancient Woodland'.

When setting out we realised that, although there is a wealth of technical and academic reference material on woodland archaeology, interested and committed volunteers find it difficult to access this and need some practical advice in order to get involved in this type of investigation.

This manual aims to fill this gap and is based on the experience of the **THE CLOWES WOOD ARCHAEOLOGY PROJECT**



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INTRODUCTION

The archaeological assessment of Clowes Wood is the first such assessment to be undertaken as a Local Heritage Initiative Project involving the local community under the guidance of a professional landscape archaeologist on behalf of the landowner, the Forestry Commission.

WHOSE IDEA WAS THE PROJECT?

Research into the history of the Blean Woods has been going on for some time. In 1985 the then School of Continuing Education, at the University of Kent at Canterbury, ran a course based on the parish of St Cosmus and St Damian in the Blean and exploring its relationship in medieval times with the surrounding extensive woodland. This was an immediate success, and it evolved into the Blean Research Group, under the leadership of Alexander Wheaten, which studied various aspects of the ecology and archaeology of the Blean Woods. Field work and archival research was undertaken and detailed annual reports produced. With the encouragement of Dr Oliver Rackham, whose interest in the Blean spans many years, the group published a book *"The Blean The Woodlands of a Cathedral City"* in 2002¹.

It was agreed at this point to rename the group "The Canterbury Woods Research Group" reflecting the widening remit. Debbie Bartlett, co-ordinator of the Blean Initiative², was approached with a request for help in finding a new direction, encourage new members and to increase skills so that their research would be effective in conserving the woodland archaeology and making knowledge about it more widely available. After initial discussions it was decided to use one wood, Clowes Wood, as a pilot training project. The skills gained could then be applied to other woods in the area.

HOW WAS IT FUNDED?

The fee for engaging Dr Nicola Bannister, a professional landscape archaeologist, to work with Debbie Bartlett to deliver training, to supervise the work undertaken and to take responsibility for producing the final report, was included in a successful bid to the Local Heritage Initiative³.

HOW WAS IT ORGANISED?

Co-ordination and administration of the project was undertaken by Debbie Bartlett with the technical expertise and advice from Dr Nicola Bannister. The regular Friday afternoon meetings of the Canterbury Woods Group became the focus of activities.

The project ran over eighteen months and began in summer 2004. It was split into phases:

1. Publicity and promotion
2. Introduction to woodland archaeology
3. The desk study
4. Field work
5. Producing the report

GETTING PEOPLE INVOLVED

The project was publicised in the Blean Newsletter, on the Blean website (www.theblean.co.uk) and in the local press to recruit people with an interest but who were not already involved with the Canterbury Woods Research Group. Information about it was also given out at various events including two local history exhibitions and sent to local groups.

Basing the project on the existing meetings of the Canterbury Woods Research Group had the disadvantage that, as these were on Friday afternoons; a number of people who would otherwise have been actively involved were effectively excluded.



WHAT DID THIS PROJECT ACHIEVE?

The intention of the project was to:

- provide the landowner with the archaeological context of the woodland so that the archaeological resource could be managed in conjunction with modern forestry management practice
- give people interested in their local landscape a chance to study it in more depth
- provide information as the basis for leaflets, trails, guided walks, displays and exhibitions to inform visitors and the local community.

The product was a report in two volumes. Volume I details the landscape history of Clowes Wood and places it in its historic landscape setting. Volume II is the Archaeological Inventory, describing all the features recorded by the team of volunteers, together with the sketch plot maps and where applicable photographs of the sites recorded. Copies of these have been deposited in the Local Studies Room of Canterbury Library⁴ and on the Kent County Sites and Monuments Record⁵ so that they can be viewed by members of the public. The full archive, including all the notes and sketches made during the project, has been deposited in Canterbury Cathedral Archives⁶.

The woods of the Blean complex make up the largest area of woodland in Kent and are now being regarded as a social amenity for the whole area. Their particular interest lies in their importance for wildlife and the number of archaeological features present in these ancient woodlands. Specific features include bronze-age barrows, sites of tile kilns, and the medieval woodbanks which marked out the boundaries of the several woods belonging to the many different religious houses in Canterbury. Priorities for woodland management are changing, away from commercial timber production towards a multipurpose approach with public recreation and natural and cultural heritage rising on the agenda. So it is of vital importance that the unique features of the Blean be recorded and their history appreciated.

Clearance, particularly by large machinery, can be very damaging to archaeological features. It is therefore important that woodland managers have comprehensive maps with details of historical evidence if features are to be conserved for the enjoyment of future generations. The Forestry Commission, who own Clowes Wood, and Forest Enterprise, who are responsible for managing it now have accurate and detailed information that will be included in future management plans for the site and act as a reference when operations are being planned.

On being presented with the final report Terry Jennings, District Forester and responsible for managing Clowes Wood said

"this report is just what we need to enable us to make sure that any work undertaken in these woods is done with the full knowledge of the archaeology and heritage features. With this as a reference we can plan all our forestry operations and management of recreation and leisure facilities to conserve – rather than inadvertently damage – out woodland heritage."

Would you like to learn more about WOODLAND ARCHAEOLOGY?

A Historic and Archeological Assessment of Clowes Wood, part of the Blean, will take place over the next year. Funded by the Local Heritage Initiative this will begin in April and involve volunteers in detailed surveys of the woods recording heritage features, researching their history through the archives and presenting the results to others, raising awareness of the historical and archaeological importance of the woodlands by means of leaflets, guided walks and interpretation boards.

If you'd like to get involved please contact **Debbie Bartlett** on 01622 221565 before the end of March 2004.

Project

THE Clowes Wood archaeology project, funded by the Local Heritage Initiative, began in March.

During the summer the history of the wood was researched and the first field visit took place on October 29.

The group met Dr Nicola Bannister in Clowes Wood car park for an introduction to woodland archaeological investigation. The technique of sketch-plotting was explained and the first feature found was the ditch and wood banks marking the boundary of the wood. The width of the banks and ditch were measured and recorded as well as the depth of the ditch.

extracts from a copy of the Blean Newsletter and local paper

PART 2

WHAT IS WOODLAND ARCHAEOLOGY?

A basic understanding of this is an essential pre-requisite to carrying out an archaeology project so a brief summary is given below⁷. This formed the first session of the Clowes Wood Project.

Where is woodland archaeology found?

It is found in woodlands of all types and the sort of features you can find will depend on how the wood originated and its subsequent land use history and management.

Woodland is usually classified as:

- Ancient Semi-natural – where sites are known to have been continuously wooded since the year 1600, a date from which there is reliable map-based information, and so as presumed to have always been woodland and consisting of native trees;
- Replanted ancient semi-natural sites – as above but where tree cover now consists of plantations, for example sweet chestnut coppice or conifer;
- Secondary woodland – where trees have become established on land which had previously not been wooded.

Although it might be tempting to assume features are most likely to be found in ancient woodlands – and this is where many are – it must be remembered that woodland might have been removed since the woodland archaeology features were created and conversely tree cover may have developed on previously open sites.

Why is woodland archaeology important?

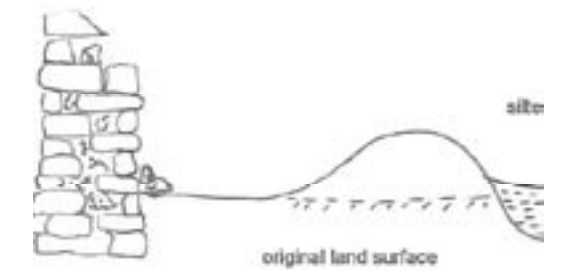
It has intrinsic value as part of our cultural heritage but specifically:

- It helps us to understand how landscapes have evolved;
- Woods are part of the unwritten record of how our ancestors lived in the past;
- Archaeological features are part of local character and contribute to making places distinctive and special;
- Woodland archaeology often includes features not found anywhere else in the landscape;
- Prehistoric features are often well preserved within woodlands;
- Many woodland archaeological features are not protected by statutory legislation;
- Understanding archaeology can inform present and future management of woodland sites, so preserving features.

How do woodland archaeological features survive?

They can be preserved as:

- Buried deposits – stratified - including palaeo-archaeological evidence in water-logged conditions
- Ruins - upstanding structures, above ground level
- Scattered material – referred to as 'find' sites
- Extant Earthworks – where the shape of the ground has been altered



Extant ruin

Earthwork



Tile kiln

How are they classified?

Features are usually classified according to the basis of their origin. Examples of woodland archaeology include features relating to:

- Specific management of Woodland
- Industry and mineral extraction in woodlands
- Agricultural landuses
- Recreation
- Settlement
- Military

Each of these categories is explained in more detail below. This is not an exhaustive list but gives some idea of the range of features to be found in woods.

Archaeological Features of Woodland Management

The wood itself can be considered an archaeological feature in its own right. Its shape and often its name can give clues to past landuse and origin of the wood. Fields adjacent to woods – their shape and boundary type can also provide evidence for the historic extent of a former wood as well. These are called 'assart fields'.

Woodbanks are earthworks of various sizes marking wood boundaries which were significant at some time, although this may no longer be the case where ownerships have been altered.



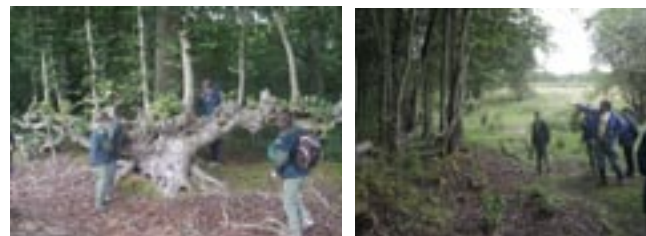
A woodbank in Clowes Wood

Coppice boundaries mark(ed) internal divisions within the wood showing differences in management regimes.

Woodbanks are often found with **ditches** alongside them. These often give a distinctive profile when taken together as a 'ditch and bank'. The bank having an asymmetrical profile, with the ditch more often on historically the non-woodland side.



Here members of the group can be seen measuring and recording the woodbank marking the boundary between Clowes and Minty's Woods



Here David Shire is showing visitors from France the remnants of a laid hedge on a woodbank at the edge of Blean Woods National Nature Reserve.

Drainage networks and **sump ponds** may be found, particularly on heavier soils which tend to get waterlogged. These often reflect 'improvements' to the land and are evidence of active cultivation of the trees, but may also relate to draining of pathways.



A 19th Century drainage ditch

Traces of **saw pits**, the oblong holes dug to enable felled trees to be sawn into planks may also be found. The trunk, to be sawn into planks, was rolled over the hole and secured to a wooden frame. The long saws needed two men, one working from above standing on the trunk and the other, the 'under-dog' standing in the pit below. Before chainsaws (motor mechanical harvesting) became available in the 1950s all trees were cut down and sawn up using hand tools. Frequently this was done on site as large trees are too heavy to move easily.

Small glades or open areas within woodland may have once been the sites of **Wood men's camps**. Charcoal burners in particular had to live out in the wood when they were making coals and established small camps close to the hearths. These are very difficult to find.

Living trees within the wood may be archaeological features in their own right.

Pollards are created when trees are cut at a distance from the ground and the branches allowed to re-grow before being cut again. This gives a distinctive shape, very different from naturally growing trees, so they were made to mark special places such as boundaries, ownerships and pathways. Stubs are made in the same way but cut earlier, before they have grown so big, and nearer to the ground.

Coppicing is a similar management technique, where the trees are cut right down to the ground producing multi-stemmed re-growth from the base, known as the 'coppice stool'. Whole areas of coppice are usually found, rather than single trees, as this is how many woods were traditionally managed. The 'roundwood'



This pollard is part of an impressive line that still marks a parish boundary (Church Wood).



A stub, essentially a 'mini' pollard, part of a line along a low bank. (leaf size shows the scale).

that was produced by this method was the raw material for many everyday needs from firewood and charcoal to building materials, furniture, tool handles and even table ware (treen). Coppice was usually cut on rotation with the length of the cycle depending on the tree species and the use to which the underwood was to be put, so woods would have consisted of patches of different ages giving a more varied structure than is nowadays the case.

Pollarded trees may be found in open ground, termed **wood pasture**, where pollarding was carried out above grassland where animals grazed. Young growth was cut as fodder or 'leaf hay' and, when the animals had eaten all they wanted the wood from the stripped twigs and branches would be collected and used.



It is said that coppice stools are among the oldest living plants.



Here the group are measuring a particularly large example which has not been cut recently.

Once the timber and/or underwood had been cut, it had to be taken out of the wood. This was usually along well defined **Trenches and/or Rides**. Older rides tend to be very sinuous, often marked by a wood bank and ditch. Nineteenth century or later rides are often straight and wide, with some form of ditch. These rides are often associated within a wood with changes from traditional management to high forest and plantation management.

Sometimes associated with rides are small **Glades** where prepared wood was stock-piled for removal at a future date. Today, these are often valuable sites for invertebrates and ground flora due to the open nature of the habitat.

Industry in woodlands

Many 'industrial' processes took place in woodlands because this was where the raw material was found. Also many abandoned industrial sites formerly operating in farmland or heathland have become overgrown by Secondary Woodland.

Conversion of coppice roundwood into **charcoal** by controlled burning was widespread until very recently. Some is still made but this is now in metal ring kilns or retorts rather than by the traditional method of piling the wood into a circular mound and covering it with soil. Traces of the **charcoal hearths** can still be found as large flattened circular areas [approximately 5-6m in diameter] with small fragments of charcoal left in the soil. Hearths tend to be found close to old access tracks and near a natural water source such as a stream or spring.

Industry can be grouped by either extraction – the digging for minerals, stone or ore – or by processing iron working, brick working, glass works etc. In many cases extraction and processing occur close together. The form of industry found in woodlands is strongly dictated by the underlying geology. Small scale Brick works are often found close to clay pits, which survive today as depressions of varying sizes. Large clay pits may clearly show the vertical back-wall where the clay was dug. Evidence of the brick kiln and pug mill may also be seen.

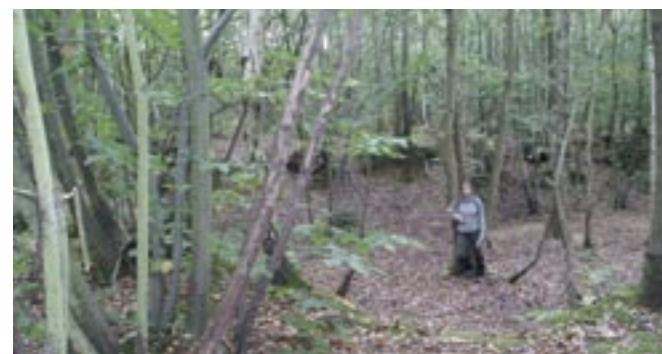
In the High Weald **mine pits** where iron ore was dug are common, surviving in many situations as water-filled depressions. In the winding wooded gills there may be evidence of former Roman or Medieval **bloomeries**. Traces of slag (the by-product of smelting) may be found in the water-course. Tudor and Post-medieval iron workings are often identified by the large pond bays and **hammer ponds** built to provide a head of water to power the forge and furnaces.

On the Chalk hills of the Downs, **small pits** pock mark the woodland, where flints were dug for building and hard core. The chalk itself was dug from larger quarries located in the sides of hills and valleys. Small brick limekilns may also be found close to these quarries. Larger limeworks occurred along the scarp of the North Downs, for example at Betchworth. Chalk was burnt to form lime used in mortar, and also as a form soil improver.

Chalk was also mined out of the ground from structures called **Dene Holes**. These are shafts up to 10m deep, which at the base branch out into tunnels or small holes where the softer chalk was dug out. Evidence for these holes may only be a circular, shallow depression in the ground. *[Never stand in the middle of depressions in woodland as they may collapse]*

Another form of improving the soil was by spreading **Marl**, a calcareous clay found in the Weald. The marl was dug from pits located in the corners of fields or edges of woodland. Today these pits are often water-filled and are a frequent feature across the Low Weald around Smarden and Benenden.

The Blean Woods are on a heavy clay soil and this has been the basis of a **tile industry** going back to at least Roman Times. This is reflected in the name of the village Tyler Hill, in the Blean. Clay was mined from the surface where seams of clay were near the surface making the ground very uneven. In other areas brick making has developed from the availability of suitable clay.



Depression where clay has been mined (Tyler Hill)



A guided walk to the site of tile kilns

OTHER LAND USE ACTIVITIES

Agricultural Landuse

By their nature, archaeological features of agrarian land use are predominately found in Secondary Woodland. A cessation in farming has led to colonisation of the land by trees, preserving the fields etc. in the woodland. **Boundary banks**, which once divided fields tend to have a symmetrical profile compared with Woodbanks [see above]; with or without a silted ditch. Traces of the former laid hedge may survive as an outgrown tree with right-angled branches. Small field ponds, used for watering stock (and which may have originated as marl pits) are often located in field corners. Small limekilns may also be found. Very rarely found in woods in the South East is evidence of **ridge and furrow**. Where it is recorded, it is often of small width and straight, and probably where an orchard has now become woodland. Evidence of former fruit trees may be found surviving amongst the native trees.



An old track (these features are difficult to photograph)

A common feature in both ancient and secondary woodland are **hollow ways**, former routes linking farms, access into woods and former droveways. Depending on the local topography and geology, these hollow ways can reach a considerable depth and be lined by veteran trees such as beech on the Greensand Hills and ancient yews on the Chalk Downs. More often they are shallow, linear features sometimes bounded by banks and ditches.

Recreation

The archaeology of recreational activities found in woodlands is equally diverse. The most obvious is the **park pale**. A large bank and ditch on which was originally topped a wooden palisade fence. Other evidence is needed to identify medieval deer parks, including place-names and documentary evidence.

More frequently evidence for post-medieval formal landscaping in woods will be evidence of **formal rides and avenues with specimen trees and exotic plantations**. Formal fish ponds and decoy ponds may also be in evidence.

Settlement

Archaeological evidence for settlement surviving in woodland is varied and depends on the origin and subsequent management of these features. Abandoned **domestic dwellings** can survive as upstanding ruins or as levelled platforms. Specimens of former garden plants may be found in the ground flora. A 19th & 20th century feature of the South East are the remains of former **hop picker's camps**. These were the seasonal homes for hundreds of families coming to the South East in the late summer and early autumn to pick the fruit and hops. They consisted of a row of small huts, a cook house and a latrine. Usually built of wood and tin these camps are becoming increasingly rare as they decay or are destroyed during periods of land use change.

Another settlement feature often found in woodland is the medieval **moat**, a rectilinear or square platform surround by a water-filled pond. These were built in the late 12th and 13th centuries in response to the unsettled civil situation, but they rapidly became a form of status symbol amongst the lesser gentry.

Military

A general rule of thumb, especially in the South East, is that any feature not readily identifiable is classed as 'military'. As many woods were used for military training, either by the Home Guard or by the Allies. In addition woods also gave valuable cover for hiding ammunition stores and camps. **Slit trenches and fox holes** are frequently found. The former are zig-zag depressions running for several metres and may be single or grouped. They may also be associated with fox holes – single sharply defined elliptical depressions with large mounds [not to be confused with former sawpits]. **Anti-tank defences** in the form of large concrete barriers may also be found.



Zig-zag water filled trenches in Clowes Wood. Local people talk about these being used for military training.

The Group, having gained some understanding of woodland archaeology and the features that can be observed, were then introduced to some of the ways in which woodland archaeology can be damaged – or destroyed.

How can woodland archaeology be damaged?

There is a dichotomy when looking at the preservation of archaeology in woodland. While tree roots can do serious physical and chemical damage to stratified deposits, the very fact an archaeological site is in woodland may be the reason why it remains extant and relatively intact, compared with the same feature found in farmland. This is because generally woods undergo long periods of no or little disturbance. When active management does take place, such as coppicing it is not intensive and does not generally involve extensive disturbance to the soil.

However damage to archaeological features in woods can happen in a number of ways and for many different reasons, the main ones are noted below:

Plant roots, especially trees, cause damage by both physical and chemical processes. The most drastic effects are when the roots penetrate structures – or layers of deposited material – and, by swelling as they grow, force them apart. The chemicals released by actively growing roots and by dead material during the decay process can also damage structures.

Animals, for examples moles, rabbits, foxes and badgers, can mix up stratified layers of material as they burrow through the earth.

People enjoying recreation and leisure pursuits can be very damaging when they don't realise the archaeology is there. Footpaths should be sited away from, for example, earth works, and horse riders and cyclists, particularly mountain bikers, discouraged from using them to add interest to their rides.



This photograph shows the damage caused to a boundary woodbank dating from 1234 by horse riders – who probably have no idea of its significance.

Off road vehicles can also cause damage and war games should only be permitted in secondary – rather than ancient – woodland and then only after survey has established there are no features of archaeological (or wildlife) interest present.

Forestry operations including felling and extraction, thinning, ground preparation and planting can all damage features - particularly when large machinery is used. It is essential that full knowledge of whether features are present - and if so exactly where they are - is available to inform the planning stage of forestry work. Care is also needed when 'brash' (twigs and branches) are burnt.

Storms and gales can uproot trees tearing up soil and leaving the root plate exposed. Pollards and stubs growing on earthwork banks can be particularly vulnerable in this situation.

PART 3

DESK STUDY

This is the process of finding out all about your study site so as to be fully informed before beginning the fieldwork, although a familiarisation visit can be useful. There are published guidelines on how to carry out landscape surveys, issued by English Heritage and by the National Trust. The survey for Clowes Wood formed a modified Level 2 survey, where emphasis was placed more on the field work than undertaking very detailed archive research⁹.

The pre-requisites are:

- Knowing where your site is
- Having a site boundary as a line on a map

There are three basic categories of information:

Physical

- **geology**, the rock underlying the site
- **soils** exposed on the surface of the land
- **morphology** or the shape of the land. This includes
 - **topography** - varying heights that give shape to the surface
 - **elevation** - we compare heights to sea level - altitude, or vertical distance above sea level
 - **contours** - a topographic map shows the distribution of elevations - connect points of equal elevation - the more closely spaced the contour lines the steeper the slope
 - **relief** - vertical distance between the highest and lowest points - estimated from contours on a topographic map

Biological

- **vegetation** and landcover
- **significant species** particularly whether there are any issues of disturbing wildlife during the fieldwork (although this is unlikely as most is done during the winter months).

Cultural

- **historic factors** – this is the basis of woodland archaeology research
- **artistic representation** – have any pictures been painted of the site? Or does it appear as the background in any?
- **current landuse**, important to establish to see whether it has changed

So how do we get started?

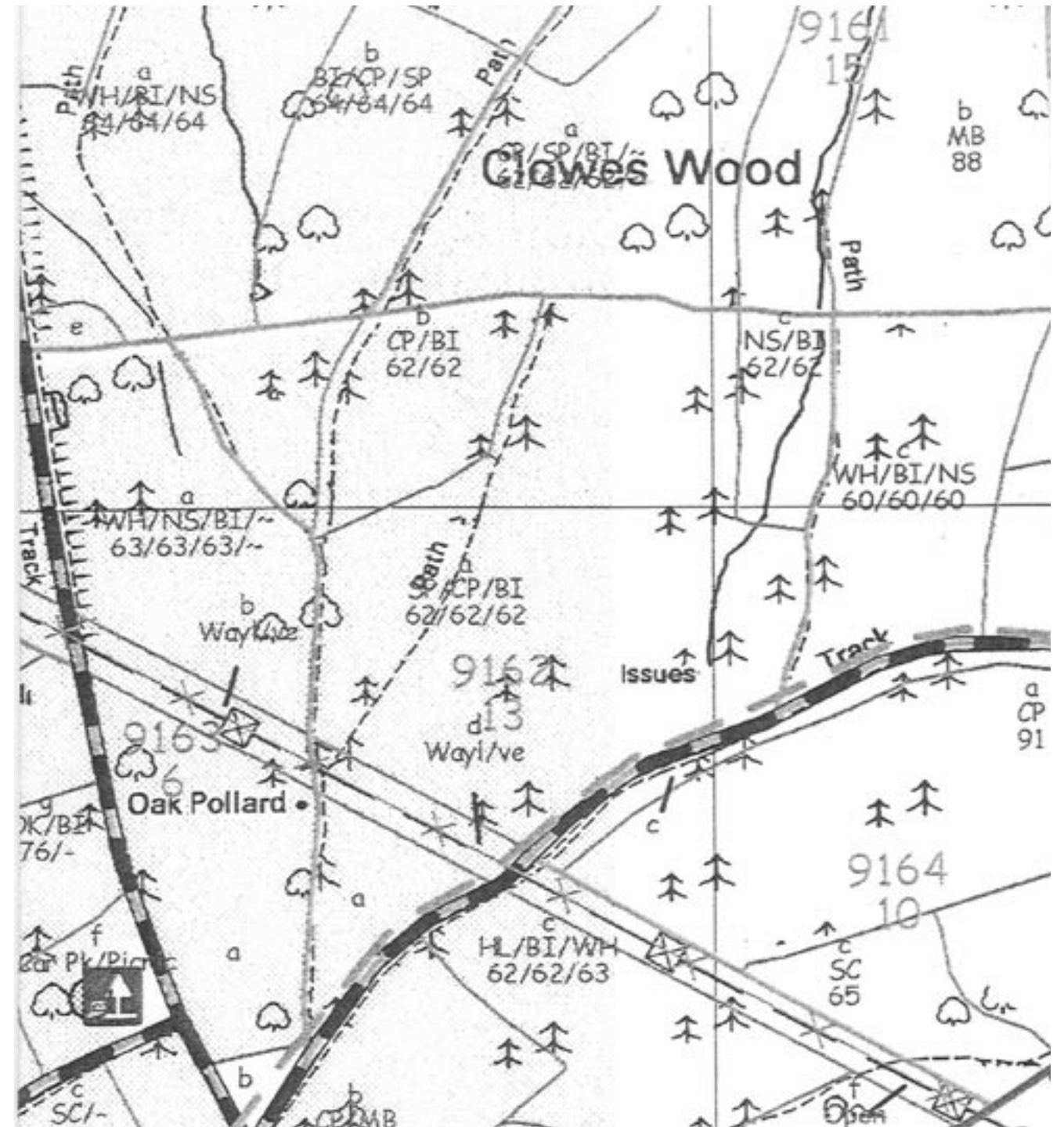
The best place to start is to collate copies of all relevant maps, both current and historic. The landowners, the Forestry Commission, provided us with some current maps of Clowes Wood.

The first, below, showed historic features marked by 'Tumuli', contours showing the topography and the major paths and extraction tracks.



Part of the map of Clowes provided by the Forestry Commission from their GIS⁹

The second showed the management compartments and gave information on when the trees were planted and which species they were.



Extract from the Clowes Wood compartment map, provided by the Forestry Commission from their GIS

WARNING
IT IS ABSOLUTELY ESSENTIAL TO NOTE OF THE DETAILS OF EACH MAP:
 What is the date?
 What is the scale?
 Where you found it
 We strongly recommend you pencil this on the back of
EVERY sheet you photocopy WHEN you do it!

World War will usually be held by the county council or unitary authority. The national archive of air photos is held by English Heritage at Swindon but, if you are intending to consult this resource – of 2.7 million photographs - you do need to make an appointment¹³. There is an excellent overview of the collection on the internet at http://www.english-heritage.org.uk/upload/pdf/nmr_aerial_collections_overview.pdf

PLANNING YOUR ARCHIVE RESEARCH

The objective of the archive work was to ‘tell the story of Clowes Wood throughout the historical period’; who owned it, which manor/s did it belong to, how it was managed and its relationship with the wider landscape.

Those involved in the Clowes Wood project visited the three main archive depositories thought likely to hold relevant material, namely Canterbury Cathedral Archives, Centre for Kentish Studies (CKS) at Maidstone and the National Archives (TNA) at Kew. At each we were introduced to the collections and shown how to access information. This was a good starting point but we were aware that this would not necessarily give the complete picture as other material is held at, for example, the East Kent Record Office at Dover, at Lambeth Palace or other county record offices.

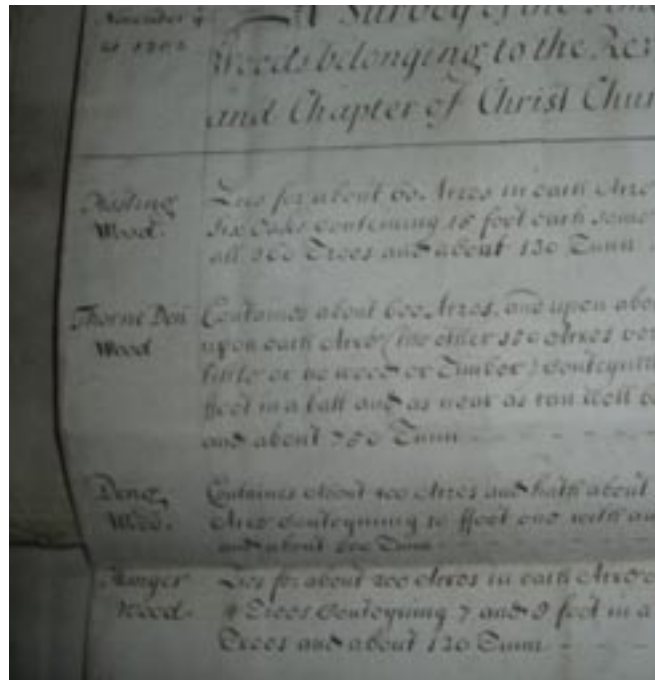
It is absolutely crucial that full references are cited for all pieces of information however small¹⁴. Whether these are maps, pictures, books, pamphlets or original archives. Anecdotal information should be recorded as such. The reference should include where the source is located, its archive reference, a full description of the contents, names dates places and the general gist of what the piece is about, the name of the researcher, etc. whether a full transcription has been made and whether photocopies have been made. All photocopies of material must have the location and archive reference and date written on the back. All this material forms the basis of the archive for the survey/project. When the material comes to be synthesised and the report drafted no one wants to be going back checking material. It is a waste of time and effort, as well as money.

So – it is worth planning who is going where and arm everyone with plenty of forms before they start (see section 8).

Guidelines for working in Libraries, Archives and Record Offices

- All Archive material is unique and irreplaceable – so handle with extreme care
- Follow all the guidance laid down by the Record Office.
- Only use pencils and not ink pens.
- If gloves are supplied then wear them when

- handling original documents
- Do not lean on documents, nor follow text with fingers touching the document.
- Cover maps with plastic acetate sheets to view them
- Use weights to hold down unfolded material
- Use spine and book supports for bound material
- Speak quietly and only when necessary so as not to disturb other researchers
- Leave mobile phones switched off



Part of an old document relating to Clowes Wood



The group in Canterbury Cathedral Archive

Themes

There are several key themes that people can research. If you are working as a group these can be allocated so that there is no duplication.

- Maps
 - Copies either photographic, traced or photocopies of all OS scales and editions to include Clowes and the wider landscape
 - Tithe Map with its Award
 - Estate Maps

OS Surveyors Draft Drawings

Maps from deeds, terriers, surveys.

- Ownership 19th century *Key document - Tithe Award*
- Ownership 18th century *Deeds, terriers, manorial documents*
- Ownership earlier post-medieval *Deeds, terriers, surveys, manorial documents*
- Ownership medieval *Manorial documents, Inquisitions post mortem etc.*
- Manorial history - Court Rolls, terriers and accounts
- Parish boundary development *Maps*
- Place-names - *Clowes* - cluse and any others in the locality
- Landscape - relationship with other woods, Clowes Farm
- Routeways - droveways, Radfall, footpaths
- Railway - its construction through Clowes.
- Clowes Wood boundary changes
- Forestry Commission archives relating to management during their ownership.

At the very least before commencing the field work in the autumn a full sequence of maps of the wood needs to be collated, together with a brief outline of the ownership and how the wood has been managed.

SO – when we’ve got all the maps and documents we can find, what do we do next?

The main point of gathering all the material is to enable you to compare them and, in doing so see what has changed and when these changes happened. You won’t get a precise date but a difference between two maps tells you that the period during which it occurred.

This is the stage at which all the information is synthesised and brought together to tell the story of the site. Ideally a modern base map at 1:2500 or 1:10,000 scale should be annotated with all historic features recorded from the archives. This will form the basis of the field work. It is worth returning at this point to the question **What are we trying to find out?**

Questions to keep in mind when undertaking research into the history of woods

Who owned the woods and when?

How were the woods used?

Were they estate woods used for commercial production such as chestnut coppice etc.

Were they in private small land owners hands?

Were the woods tenanted out? Are there any sale particulars

Were the woods managed as part of a bigger woodland complex or managed as one unit?

Were the woods used in the World Wars for training, ammunition storage or other uses?

SUMMARY - ARCHIVE CHECK LIST

What archives did we look at for Clowes Wood?

Maps

Ordnance Survey maps - all editions and scales where available

Estate Maps - variable depending on ownership and survival

Tithe Map - important lead into 19th century owner

County maps - Andrews and Drury etc.

Sale particulars

Maps from deeds

Published material

Domesday - manor and or parish

Anglo-Saxon Charters

Hasted’s Topographical and Historic Survey of the County of Kent

Other surveys

18th century Agricultural Reviews – e.g. John Boys

Unpublished original material

Deeds

Terriers

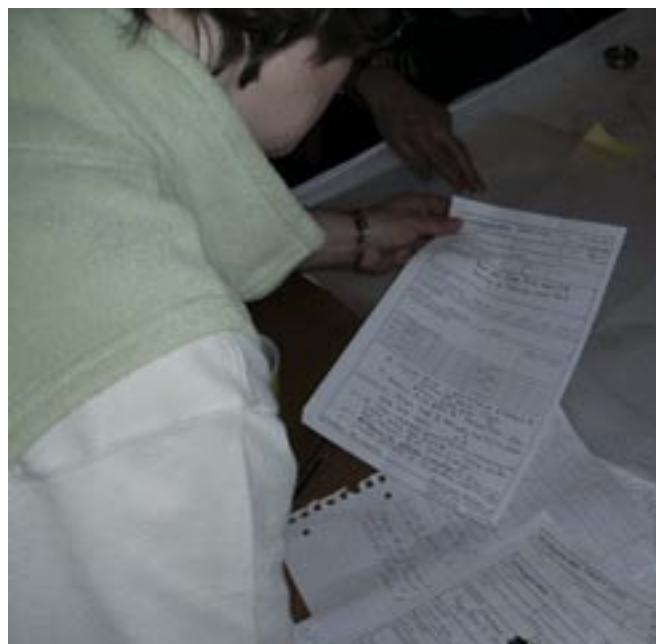
Accounts

Rentals

Manorial records

Estate Surveys

It is important not only to know the present name of wood – as it may have changed over time. The parish and manor in which it lies can also be fruitful search tools.



Using record sheets

Recording Archive Sources

- Full catalogue reference, date/s
- Full bibliographic references
- Key names and locations, description of contents, physical description of material
- Maps - scale, size of map, publisher, cartographer
- Aerial photographs – date taken, scale, Run, flight and negative numbers

Always remember to fill in your record sheets or there WILL be a real muddle when you come to bring all the information together!

PART 4

FIELD INVESTIGATIONS

It is a good idea to plan your project so that you begin this stage of the investigation in early autumn as features are much easier to see when the undergrowth has died down and the trees are shedding their leaves.

The field survey gives you the opportunity to walk the site to see if any traces of things you have found on the maps or referred to in documents can still be found on the ground. It is important to remember that there may well be other things too, perhaps of more recent origin. And that some of these may be hazardous!

Health and Safety checklist

Never work alone – ideally four people should always work together so, in the unlikely event of an accident, two can go for help while one stays with the casualty.

Carry out a risk assessment & carry a first aid kit¹⁵

Make sure everyone is suitably equipped with warm clothes in winter and sun protection in summer. Woods do tend to include brambles so tough trousers and boots are advisable.

Carry hot and cold drinks as appropriate

WARNING – never stand in a depression or hollow in woodland as it may actually be a layer of fallen branches and leaves masking a deep hole – and it may not bear your weight! Very relevant on the chalk hills and in areas of mining.

Getting started

The field survey should be systematic and cover the whole of the site so the exercise needs to be planned carefully. Divide the site into logical units so that you can tackle it piece by piece and move across it without covering areas more than once. It is often more convenient to use modern forest rides, especially in large woods, as divisions.

The aim is to record all the features as accurately as possible in the form of a 'sketch plot' based on a large scale map. It is also useful to photograph each one where possible and to complete a field survey sheet giving full details – remember the advice on recording given earlier – if the sheets are not filled in properly and the photographs not labelled it will be impossible to put your report together.

You must also tell the landowner when you are going to go onto the site and get their permission, ideally in writing. They may have concerns about insurance cover and their liability if you should, for example, fall and injure yourself.

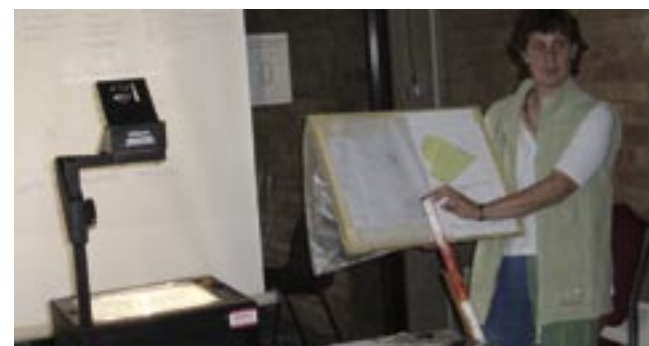
As you will by now have completed the desk study and brought all the material together to 'tell the story' of the wood you will have some idea of what you are likely to find.

What will be needed to do the field survey?

The ideal scenario is to have people working in groups of four. This gives one to draw and three to pace and measure, hold either end of the tape and look around. This equipment listed is for one group.

1. A **Drawing Board**. We got board cut to size, 60cm x 45cm and 1cm thick, by a builder's merchant. The edges were bound with **masking tape** (you will need a roll of this for fixing maps too) and the drawing side covered with plain **white cartridge** paper to provide the surface on which to lay the drawing film.

A further refinement – but a necessary one for working outdoors during the autumn and winter is to cover the board with a double **sheet of plastic** as protection from the wet, held in place by several **large bulldog clips**.



Demonstrating the drawing board



The youngest member of the group – Rosemary Harris – the pram was useful in fieldwork

2. **Drawing (also called drafting) film**. This comes in various specifications, we used 50 micron double matt film which is available from artists material shops (we brought a 841mm x 20m roll, reference UN7002). It is ideal as it is robust, doesn't stretch in the wet and you can also use it to produce the final drawings.
3. A **camera** for photographing features. It doesn't matter whether this is digital or not - but it is essential that a record is kept so that photos can be related to features on the map/sketch plot. It is also vital that each photograph includes something to give an idea of the scale (or size) of the feature, for example a ranging pole or ruler

clearly marked in black & white at regular intervals. It is notoriously difficult to take good pictures of woodland archaeology – so don't let the photographer get too despondent.

4. **Ranging or marker poles**, marked in red and white at 25cm intervals, are expensive to buy but easy to make from **broom handles painted using black, white and red paint**). Additional markers, for aligning features, can be made using thick bamboo canes with painted fluorescent ends. Three - four poles will be needed per team.
5. **30m tapes** - some of the team may already have these and two would be ideal.
6. **Metre rule** - available from builders merchants - these are useful for measuring banks and ditches.
7. A **compass** – available from outdoor shops, to be used for determining the alignment of features and accurate positioning. (And to help prevent you getting lost!)
8. **Pencils, rubbers, sharpeners, scale ruler, notebooks and field survey/record sheets**¹⁶. Pencils need to be hard 4h or 6h for drawing on the film but HB for taking notes.
8. **OS map with grid squares or a GPS** (Global Positioning System) for accurately pin pointing features.
9. A **whistle** to raise the alarm or to keep in touch with other groups. Arrange coded signals before setting out – perhaps to tell them you are calling it a day or that you have found something very exciting and want them to come and see it!
10. A **large scale (1:2500 or an edition of the OS 25") map of the woodland** marked, cut or folded into sections and with the first bit to be surveyed taped onto the drawing board underneath a sheet of drawing film. This is where large bulldog clips come into their own as you really do need to keep the base map and the film overlay tightly together.
11. **Blank Field Survey Forms** – see the recording form section (8) page 39/40 and remember that these are double sided.



So once you've got all that organised, carried out a risk assessment, decided who is best at photos, grid references, sketching and made sure everyone is suitably dressed its time to start walking across as much of the site as possible.

What to look for & where

Anything that looks man-made, raised or sunken below ground level

Linear Features, such as wood banks, other banks, drainage networks and ditches. Woodbanks and ditches may be marking boundaries, and are just as likely to be found within the wood as around the edges, particularly when the wood is part of a larger complex, where land use has changed over time or parishes meet. Many of these should have been identified from the archive maps. However some boundaries may not have any written record.

Drainage networks and ditches may be related to rides and tracks. The desk study should have revealed which pathways are modern and which are more ancient in origin.



Ride side ditch



Measuring ditches



Paths and wood bank



Bronze age barrows in Clowes Wood (illustrating how difficult it is to photograph features in woodland)

Trees, particularly pollards or stubs may be found in lines, an alternative way of marking boundaries. The following four photographs show a range of examples from the Blean woodlands.



Other features may include depressions, such as ponds, diggings related to surface mining or saw pits (remember NEVER to stand in a depression in a woodland)

- Levelled areas - circular, rectangular
- Mounds - all sizes and shapes
- Close to old access tracks, on edge of gills, in coppice areas



Wide low mound

How do we record what we find?

There are three elements to recording in the field – completing descriptions for each feature, annotating a sketch map and where possible taking photographs.

Describing the Feature

To make this element of the survey easier and also to facilitate the synthesis of results, each feature is described on individual recording forms. These forms then form the basis of the Archaeological Inventory in the final report. You can devise your own form or use the example given in section 8. Each feature must have a reference number, which relates to the sketch plot and to any photographs. Ensure that the whole group is working to the same numbering system to avoid confusion. The aim is to describe the feature in such a way that any one else can afterwards locate and find the same feature. The elements you need to record are its location including grid reference, orientation, its physical description [what it looks like], its dimensions (height, width, depth, length), interpretation of what it might be [some features may not be obvious], vegetation cover, its condition, and past management.

You will also need to note if any photographs are taken and their dates and references. Also on this form it helps to add any archive references that you may have found for it.

Recording Veteran Trees

As well as recording these features for your project you may like to get involved with a national project, the Ancient Tree Hunt.

Visit the website - <http://www.ancient-tree-hunt.org.uk/> - for details of how to record trees and contribute your data to the campaign to get more protection for these features.

After the Clowes Wood project had been completed some of those who had been involved¹⁷ began an ambitious project to record and map the aged, veteran and significant trees in the Blean Complex, Work has begun on the Blean Woods National Nature Reserve and the East Blean National Nature Reserve see www.theblean.co.uk for details.

Photographs

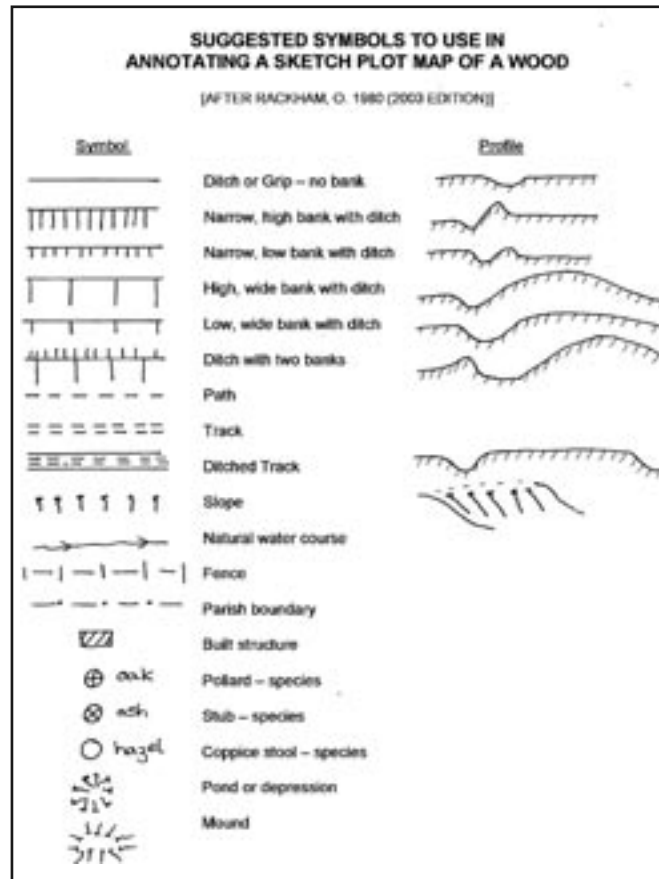
Wherever possible take a photograph of what you are recording. Always use a scale, such as a ranging pole if the feature is large, or a ruler if it is small. Film or digital – the latter are easier to put into the final report. Always label the photograph with the feature survey reference number, grid reference, date and name. These photographs together with the recording form above and the sketch plot form the main primary archive for the survey.

Sketch Plot Map

There are numerous books on how to undertake measured surveys and the equipment to use¹⁸. These approaches are often for small sites, in more open ground. Woods tend to be large with limited visibility. Sketch plotting is by far the most cost-effective way of making an initial record of the archaeological resource of any given wood. Areas of interest and more complex earthworks can then be recorded in more detail at a later date.

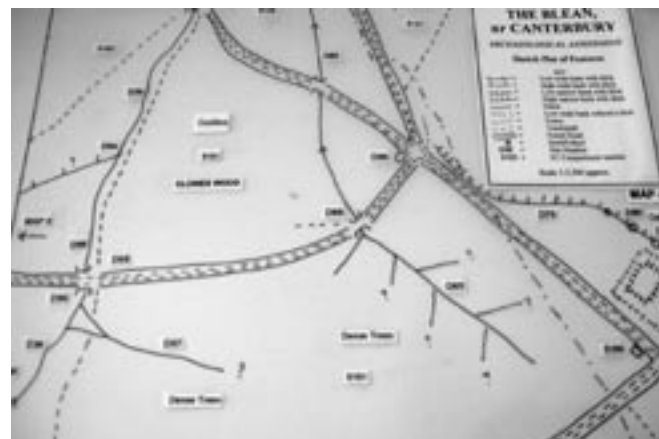
Work to a suitable scale, usually 1:2500 or 1:1250. Use an OS map as a base with the drafting film on the top, fixed with masking tape. Use a hard pencil such as 4h or 6h. Mark on fixed points like entrance gateways, and main rides. These become your points of reference when measuring features not recorded on the maps. If the wood is large, divide it into sections using the access rides as boundaries. Always work with north to the top of the map and keep the board orientated to wards the north. Features can then be marked on to the map by working out their orientation using compasses and by measuring their distance from fixed points. Measuring can be done with a tape or by pacing if the distance is large. Whatever method you use, state this in the report. It is often helpful to follow boundaries and linear features to see where they start and end, and what happens along their length. Mark this information on the map. Areas not accessed by paths should be walked in transects at 50m intervals.

The following key gives some examples of how to annotate features on the sketch plot. Again ensure that the whole team is aware of and follows the same approach. Label each feature with its unique survey number and cross reference with the recording form.



Redrawn after Rackham¹⁹, O. (2003) *Ancient Woodland*, Castlepoint Press Fig 0.3

However well you plan your survey it is likely that you will come across areas that are overgrown so that not only is it difficult to quarter across it but virtually impossible to see any variation in ground level let alone any features. This is accepted and these areas should be marked on your sketch plot as 'impassable' with a note of the vegetation or species of tree present. When harvesting takes place and the ground is cleared then hopefully the landowner will let you know so you can return and complete this section of the survey.



Part of the sketch plot showing numbered features

PART 5

In order to 'tell the story of the site' so that it can be readily understood by those without experience in woodland archaeology it is necessary to present your findings, from both the desk study and the fieldwork, in a clearly structured report.

Telling the story chronologically, with the earliest information first and leading up to the present is the easiest way to do this. The period table below will give the main headings to get you started on sorting the information. You are likely to have most information from the later periods.

PERIOD TABLE

| Description | Archaeological Period | From | To |
|--|----------------------------------|--------------|---------------|
| Hunting societies | Upper Palaeolithic | 30,000 | 10,000 |
| Hunter-gather societies | Mesolithic | 10,000-8,000 | 4,000-3,500BC |
| The first agriculturalists | Neolithic | 3,500 | 2,100 BC |
| The beginning of metal working in bronze | Bronze Age | 2,100 | 600BC |
| The beginning of metal working in iron | Iron Age | 600 BC | AD 43 |
| | Romano-British | AD 43 | AD 410 |
| | Anglo-Saxons [or Early medieval] | AD 410 | 1066 |
| | Medieval | 1066 | 1540 |
| | Post-medieval | 1540 | Present |

You are likely to have a mass of information from the desk study and archive research and the field work. It should be numbered and ordered on the recording sheets and cross-referenced on the sketch-plot maps.

Don't despair - the first step is to think about the form the report is going to take then tasks can be divided up.



Bringing all the material together

The format for the Clowes report was:

Historic Summary & Abstract

- Introduction**, giving the basic information about the site, where it is and what it consists of
- Background** to the survey, why it was done, who was involved etc.
- Method** section, detailing exactly how the survey was done should then be included as this may be important for those coming later and perhaps planning further investigations on the same site
- Evidence** - this section should contain a record of all your findings, particularly from the desk study, organised chronologically (the period table will give you appropriate sub-headings)
- Analysis** of the evidence to outline the way the landscape has developed over time.
- Inventory of archaeological evidence**, including all the features recorded during the field work and

on the sketch plot. This will include transferring the information from the field sheets into the Archaeological Inventory section following the Sites and Monuments Record [SMR] format. Accompanying this is the sketch plot which should be inked in and fully labelled with features numbered consistently with the Archaeological Inventory. This can then be submitted with the report to the County Archaeologist for deposit on the county SMR

- Interpretation** of the archaeological features
- Management recommendations** for specific features.
- References**

Make this a simple list and then organise your information accordingly.

The way this was done for Clowes wood report is shown below

| SECTION OF REPORT | NAME OF WRITER |
|---|----------------|
| INTRODUCTION | |
| Physical Description | |
| Geology & Soils | |
| Topography & Landscape | |
| Vegetation and Landuse | |
| Designations | |
| Background to Survey | |
| The Canterbury Woods Group | |
| Funding and Running of Project | |
| How this survey fits with past research into The Blean Woods | |
| METHOD | |
| Archive Research | |
| Field work | |
| THE EVIDENCE FOR LANDSCAPE HISTORY | |
| Prehistoric Evidence - [wider landscape and in Clowes] | |
| Pre-Domesday - [wider landscape and where it relates to Clowes] | |
| Domesday and Medieval Period - [Setting Clowes in its Medieval context] | |
| Manor of Cluse [Extent and ownership] | |
| Other Manors | |
| The Cluse Family | |
| Post-Medieval | |
| Clowes Farm - [Description and owners] | |
| Clowes Wood - [Description and owners; how wood was exploited, who by] | |
| Crab & Winkle Line - [where it relates to Clowes] | |
| Other features [Depends on what is located in the wood] | |
| LANDSCAPE ANALYSIS | |
| How the landscape has developed through history | |

Can we do all of this ourselves?

It is important to remember that sections 5, 6, 7 and 8 will need expert input. By this stage you will probably have developed a good working relationship with your landscape archaeologist and be keeping them informed about your progress. They will need to see all your recording sheets, from both the desk study and the field survey, along with the sketch plot, in order to evaluate the evidence, make suggestions as to the management required and help you put the report together so that it is useful to landowners and managers.

The information you've found can be brought together in the form of a historic summary, as the basis for section 2 (Background) although full information will also need to be given, to 'flesh out the detail'. What we found for Clowes Wood is given below as an example.

CLOWES WOOD

HISTORIC SUMMARY

| | |
|----------|--|
| AD 724 | Aethelberht, son of King Wihtrud, to Mildred, abbess and her familia; grant of land by the river Lympe... with swine pastures Blean Kent (Sawyer 1968 No. 1180) ²⁰ . |
| AD 785 | Offa King of Mercia to Ealdbeorht, minister, and Selethryth his sister; grant of land....with woodland At bochoolt blea hean hryegg (in Blean Wood, Kent) (Sawyer, 1968 No 123). |
| AD 786 | Offa King of Mercia to Ealdbeorht, minister, and Selethryth his sister; grant of land....with woodland in boc holte, in Blean in Kent (Sawyer 1968 No. 125). |
| AD 850 | Aethelwulf, king of Wessex, to Ealhhere (Alher) his princeps; grant of land at Lenham, Kent with rights in Blean Wood (Sawyer 1968 No. 300). |
| 1086 | Domesday entries for the manors/parishes which cover the Clowes/ Church Wood area, "In the lathe of Borough in the Whitstable hundred. Hamo holds Blean himself. Norman held it from King Edward. Then and now it answered for 1 sulung (equivalent to 200acres). Land for 4 ploughs. 12 villges have 2 ploughs. In Lordship 1 plough. A church, meadow, 2 acres. From pasturage 60 pigs, a fishery. Value before 1066 £8, later and now £6. (Hamo referred to in previous entries as Hamo the Sheriff). |
| 1307-27 | The Reyner family recorded as owning the manors of Chestfield, Botlelers Court and Cluse. These manors were divided by 1347 (Hasted p521) |
| 1327 -77 | Manor of Cluse owned by Cluse family (Hasted p521) |
| 1490 | John Roper died in possession of the manors of Chestfield, Botlelers Court and Cluse (Hasted p522) |
| 1780 | Hasted says "... all coppice wood among which is the great tract called Clowes wood, belonging jointly to Sir Edward Dering and Sir Rowland Wynnne, barts (Hasted p525) |

| | |
|-----------|---|
| 1727-1824 | reference to Clowes in the Records of Breweries of Flint & Co Canterbury. Mentions Clewes alias Clowes Manor Potter's Park (24 acres) at SS Cosmus & Damian in te Blean 600 acres woodland in the same parish, red Lion Blean. EK U933/T2 |
| 1800 | Map of Area - OSD drawings for 1" 1st Edition. (British Library) |
| 1945 | Deed of Conveyance for Clowes Wood - Boyer to MAFF ²¹ |

The fieldwork will have produced:

- Completed field survey forms
- A sketch plot of all the features on film over a map base
- Photographs

It is VITALLY important that these are all cross referenced so that you can tell which photo related to which feature and exactly where this can be found on the map.

So there are two tasks to turn this into useful information.

Firstly all the pencil sketch plots need to be combined and an 'inked up' sketch plot produced covering the whole wood.



The group working on the final sketch plot

Secondly the field sheets need to be used to produce the 'Archaeological Inventory'

Basically this is a list of the significant features that you found during the field survey. Your expert advisor will help you to decide which of the archaeological features you find on your site should be recorded on the county Sites and Monuments Record [SMRs] (This is the record of archaeological sites held by the county council. Increasingly this data is being added to other data sets such as Listed Buildings and referred to as Heritage and Environmental Records [HERs]. This can easily be done from the field recording sheet using the form below and all of these SMR records should be included in your archaeological inventory, section 5 of your report.

When the SMRs have been completed they will need to be checked by the expert who is advising you.



Section of the completed sketch plot for Clowes Wood showing the reference numbers given to each feature

**ARCHAEOLOGICAL INVENTORY
SMR RECORD FORMAT ²²**

SURVEY NO: [This is the unique number given to the feature]
Name: [A descriptive name]
Status: [Statutory or protected status such as a listed building]
NGR: TQ SMR/NMR No.: [These are the official record numbers if already recorded]

Site Type and Period: [Follows the classification as set down in the RCHME Thesaurus of Site types 2nd Ed English Heritage].

Forest Enterprise Forest Compartment No. [The number allocated to the management compartment] include photograph if appropriate

Management Recommendations:
Site No. [Gives condition of the feature if known and presents recommendations for caring for the feature, and identifies where necessary areas of management which maybe of a concern]
 For Buildings - Condition and Risk using scales recommended by English Heritage.
 Condition 1 = very bad (derelict) - 6 = Very good well-maintained.
 Risk Assessment 1= Very bad/high - 4 Little or No risk.

Archives: [Archive sources cited in text and any illustrative material]

EXAMPLE SMR RECORD from the Clowes Wood survey

SURVEY NO: C15 (Map 5)
SITE NAME : Clowes Wood **MAP REF:** TR 16 SW
GRID REF : TQ 12806278-13006285 **PARISH :** St Cosmos and St Damian
FEATURE : Bank – parish boundary **PERIOD:** Medieval
FE FOREST COMPARTMENT: 9162
STATUS : **SITE TYPE:** Boundary Bank
SMR/NGR RECORD

DESCRIPTION :
 A length of sinuous low (<0.25m), narrow (1.0m) bank appears to follow alignment of the parish boundary. There are no apparent ditches, however they may have become silted up. The parish boundary, according to the historic OS maps is undefined along this length.

LAND USE : Woodland - plantation **TOPOGRAPHY:** Level
ARCHIVES :
 (1) Clowes Wood Archaeological Assessment and Sketch Plot 2004-2005
 (2) OS 6" 1st Edition Sheet 35

MANAGEMENT:
 Although the parish boundary is not defined as a boundary on the historic maps, this bank is probably part of the boundary earthwork on the ground. As such it could be of considerable antiquity. Extant earthworks are potentially vulnerable to damage during periods of active woodland management, such as thinning, clear-felling or replanting. Ensure that no wheeled or tracked vehicles are taken over this feature. If this is unavoidable, then protect the feature with brash and only operate when the ground conditions are suitable i.e. dry. Remove the brash once the work is completed. Do not plant new trees on the earthwork and minimise the potential for windblow of mature trees aligned along it, especially after adjacent areas have been felled or coppiced. Storage areas of wood products and bonfire sites should not be located near this feature.

THE CLOWES WOOD REPORT

The contents list for the Clowes Wood report is given in the table below but, although it is useful to follow the general format and keep the main headings, you will want to modify this to suit your specific site.
 Clowes Wood Report – CONTENTS list

- Acknowledgements
- Preface
- Historic Summary
- 1. INTRODUCTION**
 - 1.1. Physical Description
 - 1.1.1. Geology & Soils
 - 1.1.2. Topography & Landscape
 - 1.1.3. Vegetation and Landuse
 - 1.1.4. Designations
 - 1.2. Background to Survey
 - 1.2.1. The Canterbury Woods Group
 - 1.2.2. Funding and Running of Project
 - 1.2.3. How this survey fits with past research into The Bleas Woods
- 2. METHOD**
 - 2.1. Archive Research
 - 2.2. Field work
- 3. THE EVIDENCE FOR LANDSCAPE HISTORY**
 - 3.1. Prehistoric Evidence - [wider landscape and in Clowes]
 - 3.2. Pre-Domesday - [wider landscape and where it relates to Clowes]
 - 3.3. Domesday and Medieval Period - [Setting Clowes in its Medieval context]
 - 3.3.1 Manor of Cluse
 - 3.3.2 Other Manors
 - 3.3.3 The Cluse Family
 - 3.4. Post-Medieval
 - 3.4.1. Clowes Farm - [Description and owners]
 - 3.4.2. Clowes Wood - [Description and owners; how wood was exploited, who by]
 - 3.4.3. Crab & Winkle Line - [where it relates to Clowes]
 - 3.4.4. Other features [Depends on what is located in the wood]
- 4. LANDSCAPE ANALYSIS**
 - 4.1. How the landscape has developed through history
- 5.1. ARCHAEOLOGICAL EVIDENCE** - Inventory of Archaeological Features
 - 5.2. Summary Table of Features
 - 5.3. Sketch Plot
 - 5.4. Sites and Monuments Inventory of Individual Features

- 6. INTERPRETATION OF ARCHAEOLOGICAL FEATURES**
 (e.g. linear features, types and origins, ponds, hearths, pits. Non-woodland features - settlement sites, industrial etc.)
- 7. GENERAL MANAGEMENT RECOMMENDATIONS**
- 8. SPECIFIC MANAGEMENT RECOMMENDATIONS**
- 9. REFERENCES**

- APPENDIX I – MAPS
- APPENDIX II – ARCHIVES
- APPENDIX III - Details of Aerial Photographs, scheduling descriptions, SSSI citations and the like.

Depending on the size of your wood and the amount of material you have accumulated it may be sensible to split your report into two volumes, with the first telling the story and the second containing the evidence and the sketch plot. We had to do this for Clowes!



What do we do with all the survey material including the forms?

All the maps and archive sources, sketch plots, field recording forms and the final report form the archive of your survey. This is an important record of the work you have done. You need to make arrangements with the County Record Office, Local History Library or local museum to deposit this in order to preserve it for others to refer to (as you may have referred to other work).

PART 6

MANAGEMENT IMPLICATIONS

Woodlands can preserve archaeological features that would otherwise be damaged or destroyed through other land use activities. Today, many woods preserve in extant condition earthworks and sites which would otherwise be destroyed by intensive farming or development and associated infrastructures such as roads. Trees, especially their roots, on the other hand, can damage archaeology. They do this in three ways, physical action as the roots grow through the substrate and by 'wind blow' which rips up the root plate; chemical action as the roots 'breathe' and the water produced acts on organic remains; and indirect action by providing suitable habitats for burrowing animals, which disturb the stratified deposits.

The main threat to archaeological sites preserved in woodland, is when active land use takes place either as part of the management of the wood, or as part of other activities, such as recreation or 'gardenification' – this is when small woods in private ownership are incorporated into domestic gardens.

The following list highlights 'best practice' for managing archaeology in woodland;

'Best Practice Management Guidelines' for Woodland Archaeology

Key Guideline

Minimise Disturbance

Identify, map and raise awareness

Plan periods of active management taking account of archaeological features

Plan thinning lines, extraction routes, timber processing sites, bonfire sites and timber storage sites away from archaeological features

Control use of machines and access to when ground conditions favourable

Avoid replanting on archaeological sites

Discourage burrowing animals

Identify and keep crowns of ancient trees (pollards) clear of scrub and encroaching trees.

Develop glades where known archaeology sites occur to minimise root disturbance

Seek advice on structural features

Plan new access routes away from archaeological sites

Keep woodland as a woodland and do not convert into a garden, horse paddocks or other land use.

Avoid using wood as an alternative rubbish tip or compost site

Undertake a full archaeological assessment

PART 7

FURTHER INFORMATION

How do you find an expert to ratify your work?

When undertaking an archaeological assessment and survey of a wood, or any other habitat it is important to seek advice from a professional experienced in this form of Landscape Archaeology. It means that the survey meets the required standards set by the profession for this type of work and that the results can be accepted and used for the development of conservation/management plans for that particular site.

The Institute of Landscape Archaeologists is the professional body, which sets the standards and codes of practice. They will have a hand book and list of members qualified to undertake surveys. There will also be other local specialised experts who will be able to assist with different aspects such as industrial historians.

Local Authorities

Your County Council or Unitary Authority will have an Archaeologist, probably in the Heritage Team or equivalent. They will be able to help you get in touch with local experts and will hold the SMR (Sites & Monuments Record).

Museums and Archives

The County Record Office is the main source for archive material especially historic maps, but also the local museum and local studies library will hold historic material.

English Heritage – If there is a scheduled site in the wood then you will need to contact the relevant Regional Inspector and Field Monument Warden - for scheduled sites. Go to the English Heritage Web site and contact the Regional Office. They will put you in touch with the right person.

Forestry Commission – the easiest way to locate your nearest office is to go to the website - <http://www.forestry.gov.uk/> and click on your country (England, Scotland or Wales) and then on the 'contact us' button on the bar at the top of the page. They should also

be listed in the telephone directory. The Forestry Commission has its own Historic Environment Adviser based in Worcester Office of the FC who can also recommend landscape archaeologists with a specialist knowledge in woodland archaeology.

Local History Societies – are a valuable source of local information and expertise. Contacts can be found either through the County Records Office or the local library.

Archaeological Societies, Units and Trusts – these are three different groups. The societies are generally the county based independent society, often formed in the 19th century to record and promote the county's archaeology. They can be contacted through the County Record Office or local library. Archaeology Units are often part or once part of the county council's archaeological service. Units are more often involved with archaeology and development control²³. Some county units are now independent consultancies, together with other trusts and companies. These are listed in the IFA Handbook²⁴.

Special interest groups – In addition to all the above there are specialist groups who research and record a particular aspect of field archaeology such as the Wealden Iron Research Group (see their web site), or the Kent Underground Research Group.

Oral History – One aspect not covered in this manual is the valuable resource of Local people, including those who once worked the woods - or whose relatives did - can be very useful sources of information. However corroboration, or more than one person telling the same story, is useful as memory can be less than totally reliable. There are many groups actively involved in this area of recording and more information Oral History Society's web page www.ohs.org.uk.

Footnotes

1 Now out of print. A revised edition is in preparation.

2 An 'umbrella' project aiming to bring together landowners, stakeholders and local communities across the area to develop integrated management at a landscape scale – see www.theblean.co.uk for more details

3 see www.lhi.org.uk for details (note this funding stream will close in summer 2006)

4 The Beaney Institute, High Street, Canterbury, Kent. Telephone: 01227 463608 for opening times.

5 Sites and Monuments Officer, Invicta House, County Hall, Maidstone, Kent ME14 1XQ6

6 Canterbury Cathedral Telephone 01227 865287 for opening times.

7 For more information see the reading list

8 RCHM(E) (1999) Recording Archaeological Field Monuments. A Descriptive Specification. [A revised set of guidelines is due for publication by English Heritage in 2006 "Understanding the Archaeology of Landscapes: principles of good recording practice"

National Trust (2000) Archaeology and the Historic Environment Historic Landscape Survey Guidelines. Estates Dept Cirencester. See also Bowden, M (1999) Unravelling the Landscape: An inquisitive approach to archaeology. Tempus.

9 Geographic Information System, covered by their Ordinance Survey license to reproduce maps

10 See appendix for a suggested recording sheet

11 Hasted, E. (1979-1801) The History and Topographical Survey of the County of Kent. In 12 vols. 2nd Edition

12 <http://www.a2a.org.uk/about/index.asp>

13 National Monuments Record, English Heritage, Kemble Drive, Swindon, SN2 2GZ 01793 414700, nmrinfo@english-heritage.org.uk

14 See suggested forms in the appendix – you can photocopy these for your own use

15 See appendix for an example that you can photocopy

16 More detailed approaches to surveying of features is given in the following references. These generally are used in more open environments than woodland, where fixed features are more common and sight lines much longer. See Chapter 4 p43-72. In 'Unravelling the Landscape. An Inquisitive Approach to Archaeology'. Ed. Mark Bowden. Tempus. Chapter 3 p44-64. In 'Fieldwork for Archaeologists and Local Historians'. Anthony Brown. Batsford.

17 Rackham, O. (2003) Ancient Woodland, Castlepoint Press Fig 0.3

18 PPG 16 (1990) Archaeology and Planning; PPG 15 (1994) Planning and Historic Environment Planning Policy Guidelines. Both currently under revision.

19 Institute of Field Archaeologists – Annual Year Book

CONTACTS

Access to Archives
www.a2a.org.uk

The National Archives
(formerly the Public Record Office)
Kew, Richmond, Surrey TW9 4DU
Tel: 020 8392 5200
www.nationalarchives.gov.uk email:
enquiry@nationalarchives.gov.uk

English Heritage in the South East
Eastgate Court, 195-205 High Street,
Guildford, GU1 3EH
Tel: 01483 252000
email: southeast@english-heritage.org.uk

Institute of Field Archaeologists
SHES, University of Reading, Whiteknights,
PO Box 227, Reading RG6 6AB
Tel: 0118 378 6446
www.archaeologists.net
Email: admin@archaeologists.net

Kent Underground Research Group
www.KURG.org.uk

Wealden Iron Research Group
www.wealdeniron.org.uk

Surrey History Centre
Tel: 130 Goldsworth Road, Woking, Surrey, GU21 1ND 01483
518737
www.surreycc.gov.uk email: shs@surreycc.gov.uk

Centre for Kentish Studies
Sessions House, County Hall, Maidstone, ME14 1XQ
Tel: 01622 694363
www.kent.gov.uk/arcives e:mail archives@kent.gov.uk

Canterbury Cathedral Archives
The Precincts, Canterbury, Kent, CT1 2EH
Tel: 01227 865330
www.canterbury-cathedral.org email: archives@canterbury-
cathedral.org

East Kent Archives Centre
Enterprise Zone, Honeywood Road, Whitfield, Dover, Kent
CT16 3EH
Tel: 01304 829306
www.kent.gov.uk/e&l/artslib/archives email
EastKentArchives@kent.gov.uk

Medway Archives and Local Studies Centre
Civic Centre, Strood, Medway, ME2 4AU
Tel: 01634 332714
www.medway.gov.uk
email local.studies@medway.gov.uk

East Sussex Record Office
The Maltings, Castle Precincts,

Lewes, East Sussex, BN7 1YT
Tel: 01273 482349
www.esatsussexcc.gov.uk
Email: archives@eastsussex.gov.uk

West Sussex Record Office
Sherburne House, 3 Orchard Street, Chichester.
Postal enquiries to County Hall, Chichester, PO19 1RN
Tel: 01243 753600
www.westsussex.gov.uk email: records.office@westsussex.
gov.uk

Kent Archaeological Society
The Museum, St Faith's Street, Maidstone,
Kent, ME14 1LH
www.kentarchaeology.org.uk email:

Surrey Archaeological Society
Castle Arch, Guildford, GU1 3SX
Tel: 01483 532454
www.surreyarchaeology.org.uk email:
surreyarch@compuserve.com

Sussex Archaeological Society
Bull House, 92 High Street, Lewes, Sussex, BN7 1XH
Tel: 01273 486260
www.sussexpast.co.uk email: ceo@sussexpast.co.uk

Portable Antiquities Scheme
British Museum, London, WC1B 3DG
Tel: 020 7323 8611
www.finds.org.uk for local officers and contacts

The National Monuments Record
NMR Enquiry & Research Services, National Monuments
Record,
English Heritage, Kemble Drive, Swindon, SN2 2GZ
Tel: 01793 414600
www.english-heritage.org.uk email: nmrinfo@english-
heritage.org.uk

East Sussex SMR
East Sussex Historical Environment Record
Archaeology Section, Transport & Environment, East Sussex
County Council
St Ann's Crescent, Lewes, East Sussex, BN7 1UE
Tel: 01273 481608
email: gregory.chuter@eastsussex.gov.uk
andrew.woodcock@eastsussex.gov.uk

West Sussex SMR
West Sussex County Council
Environmental and Economic Policy Service,
The Grange, Tower Street, Chichester, West Sussex, PO19
1RH
01243 756858
Email: keith.watson@westsussex.gov.uk

Surrey SMR
Surrey County Council, County Hall, Kingston-Upon-Thames,
Surrey, KT1 2DY
Tel: 020 8541 9083
e-mail: smr@surreycc.gov.uk

Kent SMR
The Sites and Monuments Record Officer,
Heritage Conservation Group, Invicta House, County Hall,
Maidstone, Kent
ME14 1XX
01622 221541
www.kent.gov.uk
Email: heritageconservation@Kent.gov.uk

Oral History Society
c/o Department of History
Essex University
Colchester C04 3SQ
or telephone 020 7412 7405 Email rob.perks@bl.uk

Forestry Commission
Conservancy and Area Offices for Hampshire,
Isle of Wight, West Sussex and Surrey
Forestry Commission, Alice Holt, Wrecclesham, Farnham,
Surrey GU10 4LF
Tel: 01420 23337
www.forestry.org.uk
email: southeast.fce@forestry.gsi.gov.uk

Kent and East Sussex Area Office
Forestry Commission, Park Lane, Goudhurst,
Cranbrook, Kent TN17 2SL
Tel: 01580 211123
email: southeast.fce@forestry.gsi.gov.uk

The National Office
Great Eastern House, Tenison Road,
Cambridge CB1 2DU
Tel: 01223 314546
www.forestry.gov.uk/ewgs
email: nationaloffice.fce@forestry.gsi.gov.uk

Other Relevant Organisations

The Small Woodlands Association
The Old Bakery, Pontesbury, Shropshire, SY5 0RR
Tel: 01743 792644
www.smallwoods.org.uk

The Royal Forestry Society
Main Office: 102 High Street, Tring, Herts HP23 4AF
Tel: 01442 822028
www.rfs.org.uk email: rfshq@rfs.org.uk

British Horse Loggers
National Industry body representing horse logging
contractors in the UK
www.britishhorseloggers.org.uk

National Hedgelaying Association
Allan Portas, The Secretary, 88 Manor Road, Toddington,
Bedfordshire, LU5 6AJ
www.hedgelaying.org.uk email: allan.portas@farmersweekly.
net

REFERENCES

Standard/key texts

Bannister, N.R. (1996) *Surrey's Woodland Archaeology: its history and management*. Surrey County Council. [Out of Print]

Bowden, M. ed. (1999) *Unravelling the Landscape. An inquisitive approach to archaeology*. Tempus.

Campbell-Kease, J. (1989) *A companion to Local History Research*. Alphabooks.

James, N.D.G. (1991) *An Historical Dictionary of Forestry and Woodland Terms*. Blackwells Oxford.

Rackham, O. (1981) *Trees and Woodland in the British Landscape*. Dent.

Rackham, O. (1986) *The History of the Countryside*. Dent.

Rackham, O. (2003) *Ancient Woodland*. New Edition. Castlepoint Press.

Muir, R. (2001) *Landscape Detective Discovering a Countryside*. Windgather Press

Muir, R. (2004) *Landscape Encyclopaedia - a reference guide to the historic landscape*. Windgather Press

Taylor, C.C. (1982) *Fields in the English Landscape*. Dent

Specialist Texts and those relevant to Clowes Wood

Bannister, N.R. (2002) *The management of Dering Wood, Smarden, since the Medieval period: Archaeology and Documentary evidence*. Arch. Cant.CXXII:221-235.

Brandon, P. (2002) *The Kent and Sussex Weald*, Phillimore.

Brandon, P. (2006) *The North Downs*, Phillimore

Caiger, J.E.L. (1964) *Darenth Wood: its earthworks and antiquities*. Arch.Cant. LXXIX:77-94.

Everitt, A. (1987) *Continuity and Colonisation; the evolution of Kentish settlement*. Leicester University Press.

Hendry, G. Bannister, N, & Toms, J. (1984) *The earthworks of an ancient woodland*. Bristol and Avon Archaeology Journal 3:47-53.

Hogg, A.H.A. (1941) *Earthworks in Joydens Wood, Bexley, Kent*. Arch. Cant. XCII p137-144.

Jones, M. (2003) *Sheffield's Woodland Heritage*. Wildtrack Publishing. 3rd Ed.

Roberts, G. (1999) *Woodlands of Kent*. Geerings of Ashford.

Tatton-Brown, T. & Bennett, P. (1983) *Fieldwork around Canterbury: 2. Earthwork remains in Iffin Wood*. Arch. Cant. 99:119-124.

Witney, K.P. (1976) *The Jutish Forest*. Athlone Press

ADDITIONAL REFERENCES

A number of these may be out of print. Therefore try searching on the internet for second-hand booksellers or try a local book seller. Some may now be in a later edition.

Background reading for Archive Work

[These are mostly pamphlets which can be obtained from Record Offices]

Buck, W.S.B. (1985) *Examples of handwriting 1550-1650*. Society of Genealogists. 71pp.

Cornwall, J (1997) *Reading Old Title Deeds*. Federation of Family History Societies 52pp

Franklin, P. (1994) *Some Medieval Records for Family Historians*. Federation of Family History Societies. 101pp

McLaughlin, E. (1991) *Simple Latin for Family Historians*. A McLaughlin Guide. 16pp

McLaughlin, E. (1995) *Reading Old handwriting*. A McLaughlin Guide. 24pp

Morgan, P. (1988) *Domesday Book and the Local Historian*. Helps for Students of History Series 95. 43pp.

Morris, J. (1990) *A Latin Glossary for Family and Local Historians*. Federation of Family History Societies. 39pp.

Munby, L. (1988) *Reading Tudor and Stuart handwriting*. Phillimore for British Association for Local History. 16pp.

Palgrave-Moore, P. (n.d.) *How to locate and use Manorial Records*. 24pp

Park, P.B. (1994) *My Ancestor's were Manorial Tenants*. Society of Genealogists. 61pp

Adams, I.H. (1976) *Agrarian Landscape Terms. A Glossary for Historical Geography*. Special Publication No. 9. Institute of British Geographers. 328pp

Richardson, J. (1981) *The Local Historian's Encyclopedia*. Historical Publications. 312pp.

Sawyer, P. H. (1968) *Anglo-Saxon Charters. An annotated list and bibliography*. Royal Historical Society. 538pp

Stephens, W.B. (1973) *Sources for English Local History*. C.U.P.

General Landscape Books

[These may well be available as later editions]

Aston, M. (1985) *Interpreting the Landscape*. Batsford. 168pp.

Brown, A. (1987) *Fieldwork for Archaeologists and Local Historians*. Batsford. 159pp

Darvill, T. (1987) *Ancient Monuments in the Countryside*. An archaeological management review. Chapter 10 Woodland. English Heritage.

Hoskins, W.G. (1982) *Fieldwork in Local History*. Faber and Faber. 202pp

Peterkin, G. (1981) *Woodland Conservation and Management*. Chapman and Hall. 328pp.

Specific books on Woods and Wood Industries

Armstrong, L. (1978) *Woodcolliers and Charcoal Burning*. Coach Publishing House Ltd and The Weald and Downland Open Air Museum. 96pp.

Beswick, P. & Rotherham, I. D. eds. (1993) *Ancient Woodlands. Their Archaeology and Ecology*. Sheffield Landscape Conservation Forum 112pp

Rackham, O. (1986) *The Woods of South-East Essex*. Rochford District Council 119pp.

Rackham, O. (1975) *Hayley Wood. Its History and Ecology*. Cambridgeshire and Isle of Ely Naturalist's Trust.

Whitely, D. (1990) *The Natural History of Ecclesall Woods*. Sorby Natural history Society. No 27. 72pp.

Shire Publications

Harvey, N. (1981) *Trees, Woods and Forests*. Shire Album No 74. 32pp

Kelley, D.W. (1996) *Charcoal and Charcoal Burning*. Shire Album No. 159. 32pp.

Sparks, I.G. (1977) *Woodland Craftsmen*. Shire Album No 25. 31pp

PART 8

WOODLAND ARCHAEOLOGY RECORDING SHEETS copyright Dr N Bannister
YOU MAY PHOTOCOPY THIS FORM FOR YOUR OWN USE

CONTACTS SHEET

| | |
|-----------------------------------|---------------------------------------|
| Your name: | |
| NAME OF SURVEY (WOOD): | |
| NAME (of contact): | Telephone number: |
| POSITION: | FAX number |
| ADDRESS: | EMAIL address: |
| Date of first contact: | Date of meeting: Place of meeting: |
| Summary of information exchanged: | |

REFERENCES

| | | |
|--|---------|----------|
| Your name: | | |
| NAME OF SURVEY (WOOD): | | |
| AUTHOR(S): | | |
| TITLE: | | |
| JOURNAL/BOOK (where article is found): | VOLUME: | PAGE(S): |
| PUBLISHER: | DATE: | |
| SOURCE (how did you find it?): | | |
| PC/Internet: | Book: | Other |
| INFORMATION/NOTES | | |

DOCUMENT SUMMARY

| | | |
|--------------------------|--------------|---------|
| Your name: | | Date: |
| NAME OF SURVEY (WOOD): | | |
| Grid reference: | | Parish: |
| DOCUMENT | NOTES | |
| OS 1" First Edition 1816 | | |
| OS 6" First Edition | | |
| OS 25" First Edition | | |
| Tithe Map | | |
| Enclosure Map | | |
| County Maps | | |
| Blaen J. 1648 | | |
| Aubrey J. circa 1670 | | |
| Bowen E. 1753 | | |
| Rocque J. 1726 | | |
| Smith C.1804 | | |
| Sales Conveyances | | |
| Estate Maps | | |
| Domesday Entry | | |
| Anglo Saxon Charters | | |

DOCUMENT SURVEY

| | | | |
|---|-----------|------------|----------------|
| Your name: | | | |
| NAME OF SURVEY (WOOD): | | | |
| DOCUMENT REFERENCE NUMBER: | | | |
| SOURCE | LOCATION | P/C | |
| TYPE OF DOCUMENT | Map | Text | Both |
| MAP SURVEY: | Estate | Terrier | Mortgage |
| | County | Rental | Letters |
| | Tithe | Conveyance | Land Tax |
| | Enclosure | Title Deed | Parish Records |
| Other : | | | |
| CATALOGUE ENTRY | | | |
| GENERAL NOTES: NAMES PLACES | | | |
| SECONDARY SOURCES | | | |
| VCH | YEAR | VOLUMN | PAGES |
| County Hist | | | |
| Other | | | |

Field archaeology recording sheet (page 1 of 2)

| | | | |
|--|---------|--------------------|--|
| ARCHAEOLOGICAL SURVEY SURVEY NAME | | MAP REFERENCE | |
| GRID REF: | PARISH: | NUMBER: | |
| PERIOD | FEATURE | OS FIELD NO. | |
| OWNER: | SAM NO. | SMR NO. | |
| DESCRIPTION | | | |
| LANDUSE: Permanent pasture sown crop scrub garden waste woodland market garden Orchard water road industry other (specify) | | | |
| TOPOGRAPHY Skyline hillsides valleys | | | |
| AERIAL PHOTOGRAPHS | | SURVEY PHOTOGRAPHS | |
| DOCUMENTARY EVIDENCE | | | |
| Dates | | Dates | |
| Estate maps | | Tithe | |
| OS 1" | | Enclosure | |
| Dates | | Dates | |
| OS 6" | | Other | |
| Dates | | Dates | |
| OS 25" | | Dates | |
| REFERENCES | | | |

Field archaeology recording sheet (page 2 of 2)

| | | | |
|-------------------------------------|--------|----------------|--|
| VISITED | | SURVEYOR | |
| SKETCH MAP | | SKETCH DIAGRAM | |
| CONDITION Vegetation cover: type | | % cover | |
| DAMAGE: Human | Animal | Vegetation | |
| MANAGEMENT | | | |
| Past: | | | |
| Recent: | | | |
| Management Agreement: | | | |
| ADDITIONAL NOTES | | | |

**ARCHAEOLOGICAL INVENTORY
 SMR RECORD FORMAT**

SURVEY NO:

Name:

Status:

NGR:

TQ

SMR/NMR No.:

Site Type and Period:

Description:

Site No.

Management Recommendations:

Site No.

Risk Assessment 1= Very bad/high - 4 Little or No risk.

Archives:

belonging to the
Chapter of Christ Ch...

