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East Sussex
County Council

Level One Survey

a toolkit
for wooded landscapes

Historic Environment Awareness Project - led by East Sussex County Council and involving West Sussex County Council and Kent County Council, as part of the Weald Forest Ridge Landscape Partnership Scheme.

WEALD FOREST RIDGE Landscape Partnership

heritage lottery fund
LOTTERY FUNDED

ENGLISH HERITAGE

west sussex county council

Kent County Council

HIGH WEALD JOINT ADVISORY COMMITTEE

Wooded landscapes - Level one survey

What you should do before you go:

- o if it's not your wood, get permission
- o find out if any archaeological information already exists
- o undertake a risk assessment (optional)
- o decide the best time of year to do it

Organising the survey:

- o obtain copies of maps and LiDAR
- o collect survey equipment

Wooded landscapes - Level one survey

Doing the survey:

- preferably do it in a small group
- walk through the wood systematically
- record each feature found

Wooded landscapes - Level one survey

What to do with the results of the survey:

- keep for your own records
- send a copy to the HER Officer for the county that your wood is in

If you are unfamiliar with this type of heritage survey, you may like a short training session to get you started. Contact the South East Woodland Archaeology Forum (SEWAF) at info@sewaf.org.uk and a knowledgeable volunteer will be able to help.

A survey at this level consists of:

A general reconnaissance of the wood to familiarize yourself with the amount and the character of its archaeology. Walking systematically through the wood, you will note the location of any features (see below) you find.

The word 'features' means:

- **man-made earthworks**
- **old or man-managed trees**
- **remains of buildings**
- **remains of industrial processes.**

Some interesting shapes may be the result of the type of rock (underlying geology) of the wood. It is sometimes difficult to separate natural shapes from man made features!

At the end of the process you will have marked a map and/or a LiDAR print showing the features.

What you should do before you go:

1

If it's not your wood, get permission

Included in this toolkit is a Code of Conduct which you can print off, agree and sign with any woodland owner who may need this reassurance.

Find out if any archaeological information already exists

Find out if any archaeology is already known and recorded within and surrounding the wood by contacting the Historic Environment Record (see page 26 of the Research Toolkit for details) for the county that your wood is in.

Find out if the wood is ancient woodland by looking at the inventory of ancient woodland. This will also tell you if there are any designations relating to its ecology or biodiversity, such as being a SSSI, when extra care must be taken not to disturb the ground.

Undertake a Risk Assessment (optional)

It is easier to survey when there is more than one of you.
Included in this toolkit is a Risk Assessment to complete for your group if you wish. It lists all the possible risks which you could encounter and how to minimize them, so it is a useful safety tool. Woodland can contain hidden hazards, in particular, do not walk across or stand on hollows in the ground as these could collapse. Many wooded areas saw much military activity in the past, so do not pick up any suspicious objects!

It is strongly advised that you do not go out alone, but if you do, let someone know where you are and what time you expect to return.

Decide the best time of year to do it

The survey is best done during the winter months when vegetation has died back. This is not so applicable in conifer plantations, where ground cover is minimal.

You must take the weather into account – high winds can be dangerous in woods. Rain will make the ground slippery (and maps soggy). However, light snow can show up features better, since it collects in hollows and against banks.

Low sun, in the early morning or evening, can highlight shallow features otherwise difficult to see.

Noting down the weather conditions when you survey will enable future readers of the report to know how they may have affected what you recorded. Surveys carried out in good weather are often more successful.

Organising the survey

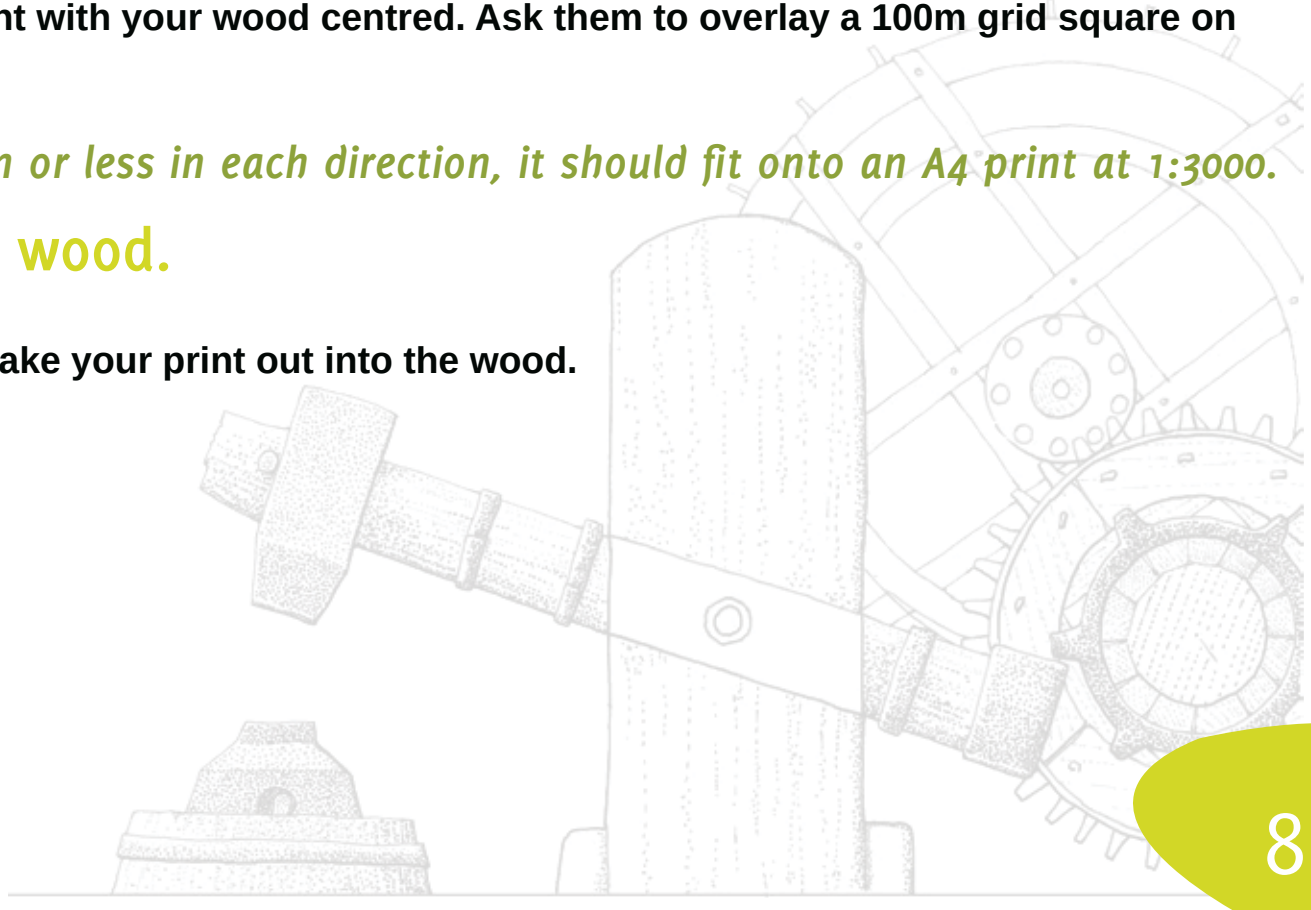
It is much easier to survey if your LiDAR print and your map cover the same area and are at the same scale.

- **An A3-size LiDAR print of the area you are surveying. LiDAR is available for the Weald Forest Ridge area. A scale of 1:3000 is ideal, where 1cm on the map = 3000cm, or 30m, on the ground. Contact your Heritage Environment Record (HER) Officer (see page 26 of the Research Toolkit for details) in the archaeology department of your County Council. Provide them with the grid reference of the centre point of the area you are surveying. They will create a LiDAR print with your wood centred. Ask them to overlay a 100m grid square on the print if possible.**

If the area you intend to survey is 600m or less in each direction, it should fit onto an A4 print at 1:3000.

Print out copies to use in the wood.

Read *Making sense of LiDAR* before you take your print out into the wood.



The LiDAR is downloadable as pdfs from **www.highweald.org**. Go to Downloads, Publications, then LiDAR Images. The pdfs each cover 1km2 with some surround. They provide a useful overview of an area and can be enlarged on screen to enable you to look in detail at particular features. Their location is of course fixed, so you cannot centre your area of interest and you may need more than one pdf to cover your area. They are at 1:4250, a slightly different scale than the recommended survey scale of 1:3000. For surveying, you will need LiDAR and maps which exactly match in area and scale, so it is best to obtain everything from your HER Officer for this.

If your wood is outside the Weald Forest Ridge it still may have had a LiDAR survey; again, contact your Historic Environment Record Officer to find out.

- **An A3-size map at the same scale (1:3000) and covering the same area as your LiDAR print. Your Historic Environment Record Officer will be able to supply this. Ask them to overlay a 100m grid square on the map if possible. If the area you intend to survey is 600m or less in each direction, the maps should fit onto an A4 print at 1:3000**

Print out copies to use in the wood.

You will also need to take:

- **a clipboard* for your LiDAR print and map**
- **notebook, pencil, rubber, pencil sharpener**
- **compass ***

To stay safe it is a good idea to have with you:

- **high visibility vests ***
- **first aid kit ***
- **whistle ***

Those items marked * can be borrowed from the South East Woodland Archaeology Forum. Go to www.sewaf.org.uk to arrange this.

Also, even if you only intend to be out for a short while, take water, some food and a mobile phone. It's wise to be prepared!

Doing the survey

Preferably do it in a small group

Make sure that

- **someone is responsible for marking what you find on your LiDAR and/or map**
- **someone is responsible for making notes.**

Walk through the wood systematically

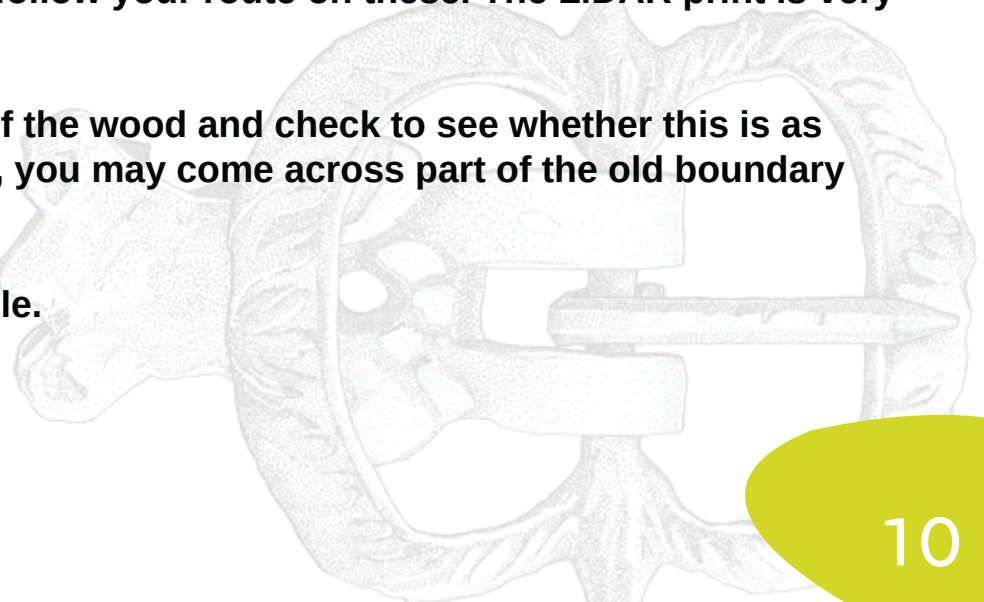
Most of what you find will not be seen from any path, so don't stick to these!

- **work as a team**
- **keep within sight and earshot of each other.**

Begin your survey from a known point on your LiDAR/map, and follow your route on these. The LiDAR print is very useful for navigation.

It's a good idea to start by walking around the inside boundary of the wood and check to see whether this is as marked on the map. Even if the wood has been recently divided, you may come across part of the old boundary bank, which you can mark on your LiDAR and/or map.

Walk across the wood trying to cover as much ground as possible.



Note each feature found

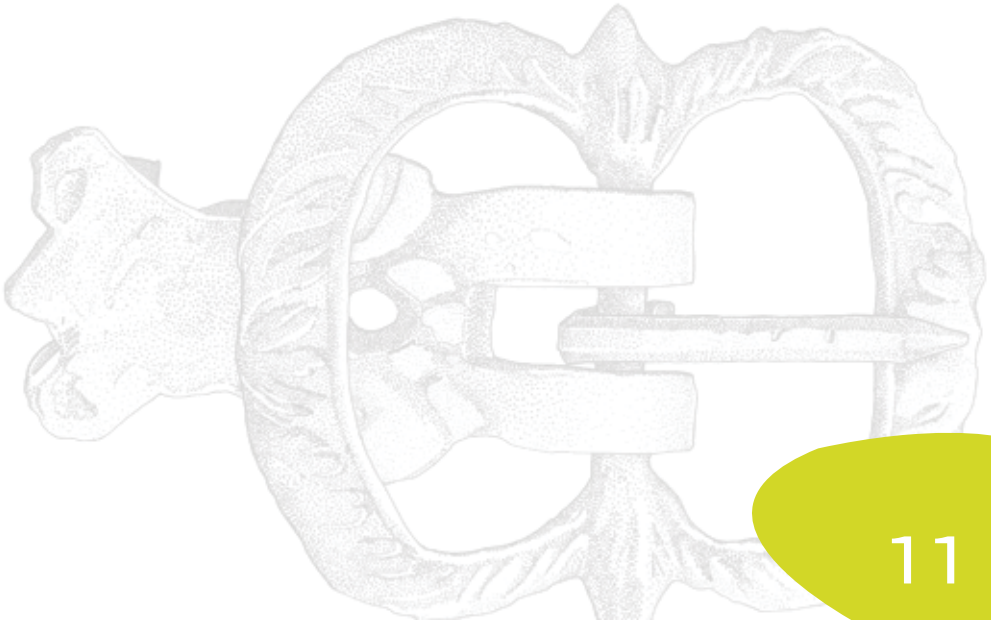
When someone finds something, record it both on the LiDAR and/or map and in your notebook.

You will find that many features show on the LiDAR print, so marking these on the LiDAR is easier than on the map, which often has few distinguishing location points. However, if you can, mark both. Features which don't show on LiDAR can still be roughly located and marked by pacing out from a known point.

- **Mark each feature as a point on the LiDAR and/or map.**
- **Give each feature a number (start at 001) and write this number on the LiDAR and/or map next to the point.**
- **Use your notebook to jot down notes about each feature's shape or size, or possible identification, if you feel it would be helpful. Don't forget to write the feature number next to each note!**

It isn't necessary to record modern tracks, most of which should already be marked on your map.

Roughly draw any inaccessible areas. You can also record where there seems to be a change of vegetation. This is probably most obvious in tree management, for example, some areas may be coppiced, others may have conifers planted in rows.



What to do with the results of the survey

It's a good idea to check your LiDAR, map and notes for any inaccuracies made whilst surveying. You may like to make a clean map copy from your original. Keep all your original maps and notes as they will form part of an archive for future reference.

Now that you are familiar with the amount and type of archaeology in the wood, you might like to widen your knowledge by:

- **carrying out a more detailed ground survey; look at Level Two Survey. This locates each feature with accuracy and records them on individual forms.**
- **trying to identify what you have found with the Identification Toolkit.**
- **discovering more about the history of the wood using the Research Toolkit.**

If you feel you need some help contact info@sewaf.org.uk (South East Woodland Archaeology Forum) and a knowledgeable volunteer will be able to help.

CODE OF CONDUCT FOR WOODLAND SURVEY

We wish to undertake an archaeological survey of your woodland.

Archaeological remains survive very well in woodland as they haven't been disturbed.

The evidence is often visible on the surface. These remains, which can include those of woodland management or crafts, small scale industry, military or settlement sites, have usually not been recorded.

Surveying your wood will give a better understanding of how it was used in the past and how that use fits into the surrounding landscape.

Information recorded in this survey may be included in the county Historic Environment Record.

To ensure that you know what is happening, we:

Will provide you with at least one person's contact details
Will notify you of the date/s and duration of the survey/s
Will notify you of the names of those taking part in the survey/s

To ensure that no damage will occur to the wood, we:

Will not dig into, or disturb, the ground
Will not cut or deliberately break branches
Will not pick fungi or flora
Will not damage fences or walls
Will close all gates

To ensure that no harm befalls any surveyor, we:

Will complete a Risk Assessment for woodland survey; identifying, assessing and managing the risks
Will ask all participants to read and sign the Risk Assessment
Will keep a record of any mishap or accident that occurs and note name, time and nature of injury

Signed…… **Date…….....**

eastsussex.gov.uk

East Sussex
County Council

Level Two Survey

a toolkit
for wooded landscapes

Historic Environment Awareness Project - led by East Sussex County Council and involving West Sussex County Council and Kent County Council, as part of the Weald Forest Ridge Landscape Partnership Scheme.

WEALD FOREST RIDGE Landscape Partnership

heritage lottery fund
LOTTERY FUNDED

ENGLISH HERITAGE

west sussex county council

Kent County Council

HIGH WEALD JOINT ADVISORY COMMITTEE

Wooded landscapes - Level two survey

What you should do before you go:

- if it's not your wood, get permission
- become familiar with the wood
- find out if any archaeological information already exists
- undertake a risk assessment (optional)
- decide the best time of year to do it
- have some idea of what you are looking for (see Identification toolkit)

Wooded landscapes - Level two survey

Organising the survey:

- obtain copies of maps and LiDAR
- print recording forms
- print 'Doing the Survey' section (pages 12-16)
- print Identification Toolkit
- collect survey equipment

Wooded landscapes - Level two survey

2

Doing the survey:

- preferably do it in a small group
- walk through the wood systematically
- record each feature found

Wooded landscapes - Level two survey

2

What to do with the results of the survey:

- keep for your own records
- send a copy to the HER Officer for the county that your wood is in

If you are unfamiliar with this type of heritage survey, you may like a short training session to get you started. Contact the South East Woodland Archaeology Forum (SEWAF) at info@sewaf.org.uk and a knowledgeable volunteer will be able to help.

A survey at this level consists of:

A systematic and comprehensive walk-through of the wood in parallel straight lines (like a police ground search), recording the location of all known features (see below) as accurately as possible:

- **noting the shape and form of features**
- **noting where features relate to each other (for example an ancient tree on a bank)**
- **identifying what the original use of the features might have been**

The word 'features' means:

- **man-made earthworks**
- **old or man-managed trees**
- **remains of buildings**
- **remains of industrial processes.**

At the end of the process you will have marked a map and/or a LiDAR print showing the features, together with a set of completed record sheets of what you have found. You will then be able to produce a summary for the Historic Environment Record.

What you should do before you go:

If it's not your wood, get permission

Included in this toolkit is a Code of Conduct which you can print off, agree and sign with any woodland owner who may need this reassurance.

Become familiar with the wood

Initial explorations (Level One Survey) to familiarize yourself with the layout are useful so that you know where the wood boundaries are, how long it takes to walk between various points, obvious features, potential hazards (eg steep stream sides) and areas where walking in a straight line is going to be difficult, such as impassable brambles.

It is important to note areas you can't survey since there may be archaeological features there which you are unable to get near, but surveyors in the future may be able to see them. If possible, walk around the inside boundary of the wood to see whether it is as marked on your map.

Find out if any archaeological information already exists

Find out if any archaeology is already known and recorded within and surrounding the wood by contacting the Historic Environment Record (HER) for the county that your wood is in (see page 26 of the Research Toolkit). If you can obtain historic maps of the wood, either from the HER or elsewhere (see page 37 of the Research Toolkit), you may be able to relate features found whilst surveying to those found on old maps.

Find out if the wood is ancient woodland by looking at the inventory of ancient woodland. This will also tell you if there are any designations relating to its ecology or biodiversity, such as being a SSSI, when extra care must be taken not to disturb the ground.

Undertake a Risk Assessment (optional)

It is easier to survey when there is more than one of you.
Included in this toolkit is a Risk Assessment to complete for your group if you wish. It lists all the possible risks which you could encounter and how to minimize them, so it is a useful safety tool. Woodland can contain hidden hazards, in particular, do not walk across or stand on hollows in the ground as these could collapse. Many wooded areas saw much military activity in the past, so do not pick up any suspicious objects!

It is strongly advised that you do not go out alone, but if you do, let someone know where you are and what time you expect to return.

Decide the best time of year to do it

The survey is best done during the winter months when vegetation has died back. This is not so applicable in conifer plantations, where ground cover is minimal.

You must take the weather into account – high winds can be dangerous in woods. Rain will make the ground slippery.
However, light snow can show up features better, since it collects in hollows and against banks. Low sun, in the early morning or evening, can highlight shallow features otherwise difficult to see. Noting down the weather conditions when you survey will enable future readers of the report to know how they may have affected what you recorded. Surveys carried out in good weather are often more successful.

Have some idea of what you are looking for

Familiarise yourself with the information in the Identification Toolkit. This will show you the features you might find. Some features are shown as they originally looked when in use.

Organising the survey

Obtain copies of LiDAR and maps. It is much easier to survey if your LiDAR print and your map cover the same area and are at the same scale.

- **An A3-size LiDAR print of the area you are surveying. LiDAR is available for the Weald Forest Ridge area. A scale of 1:3000 is ideal, where 1cm on the map = 3000cm, or 30m, on the ground. Contact your Heritage Environment Record (HER) Officer in the archaeology department of your County Council (see page 26 of the Research Toolkit). Provide them with the grid reference of the centre point of the area you are surveying. They will create a LiDAR print with your wood centred. Ask them to overlay a 100m grid square on the print if possible.**

If the area you intend to survey is 600m or less in each direction, it should fit onto an A4 print at 1:3000.

Print out copies to use in the wood.

Read *Making sense of LiDAR* before you take your print out into the wood.

The LiDAR is downloadable as pdfs from www.highweald.org. Go to Downloads, Publications, then LiDAR Images. The pdfs each cover 1km2 with some surround. They provide a useful overview of an area and can be enlarged on screen to enable you to look in detail at particular features. Their location is of course fixed, so you cannot centre your area of interest and you may need more than one pdf to cover your area. They are at 1:4250, a slightly different scale than the recommended survey scale of 1:3000. For surveying, you will need LiDAR and maps which exactly match in area and scale, so it is best to obtain everything from your HER Officer for this.

If your wood is outside the Weald Forest Ridge it still may have had a LiDAR survey; again, contact your Historic Environment Record Officer to find out.

- **An A3-size map at the same scale (1:3000) and covering the same area as your LiDAR print. Your Historic Environment Record Officer will be able to supply this. Ask them to overlay to overlay a 100m grid square on the map if possible.**
  Print out copies to use in the wood.

- **An A3-size map of the 1st edition Ordnance Survey map (1870s) at the same scale (1:3000) and covering the same area as your LiDAR print. Your Historic Environment Record Officer will be able to supply this. Ask them to overlay a 100m grid square on the map if possible. This historic map may have features marked on it that you discover whilst surveying but which are now disused, in particular routeways and buildings.**
  Print out copies to use in the wood.

If the area you intend to survey is 600m or less in each direction, the maps should fit onto an A4 print at 1:3000

You will also need to -
- **print recording forms**
- **print 'Doing the Survey' section (pages 12-16)**
- **print Identification Toolkit**
- **collect survey equipment. Go to sewaf.org.uk to arrange this.**

the survey equipment consists of:

clipboards
GPS
compass
ranging poles
tapes
high vis vests
First Aid kit
whistle

Also, even if you only intend to be out for a short while, take water, some food and a mobile phone. It's wise to be prepared!

2

Doing the survey

Preferably do it in a small group

Fill in the recording form cover sheet.
Be organized. Give people specific tasks, so that

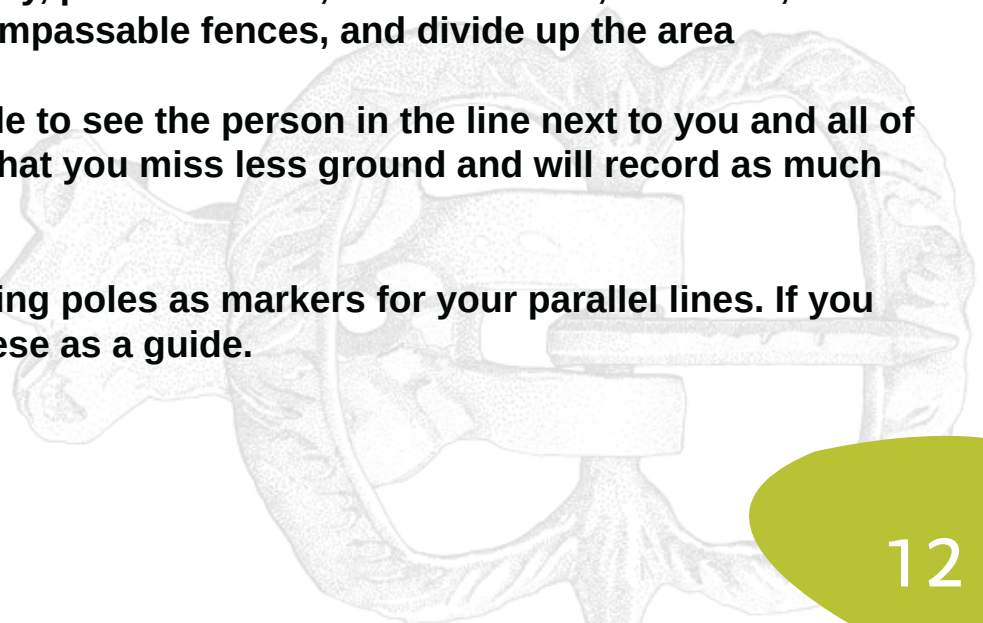
- **one person is responsible for taking notes and/or filling in recording forms**
- **another for marking features on your map/LiDAR print,**
- **another for taking GPS readings**

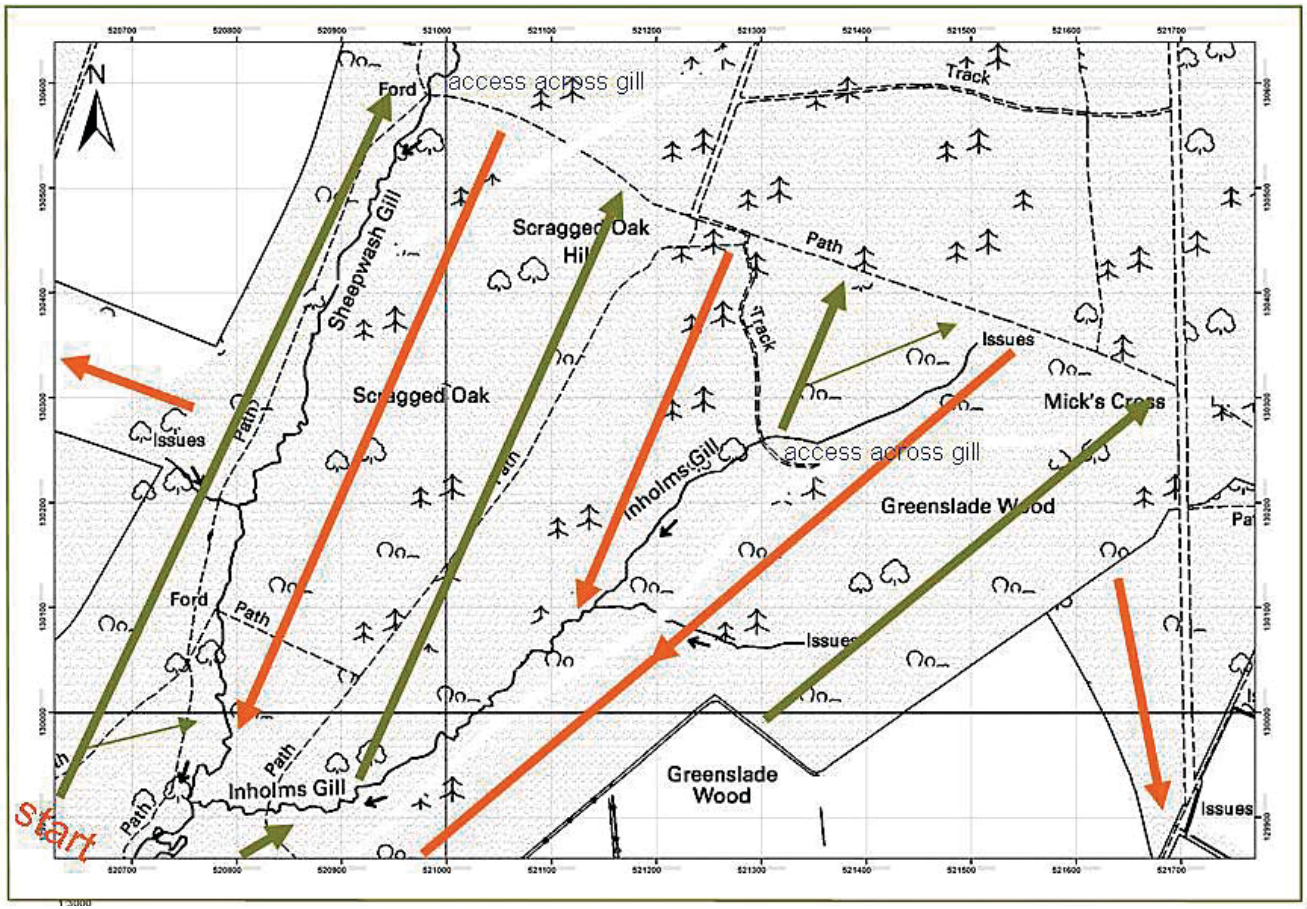
Walk through the wood systematically

Tackle the area as methodically as possible.

- **Start the survey from a clearly defined 'line' such as a boundary, path or stream, and work from, and back, to this. Take into account access, such as across deep gills or impassable fences, and divide up the area accordingly.**
- **Try and walk in parallel lines to each other. You should be able to see the person in the line next to you and all of the ground between the two of you. This method will ensure that you miss less ground and will record as much as possible.**

It's easy to end up not walking in a straight line, so use the ranging poles as markers for your parallel lines. If you are in a plantation where the trees are in lines, you could use these as a guide.





This survey area has been divided up to take advantage of crossing points across deep gills. It is also easier to survey following the contour of a slope rather than walking uphill/downhill.

Record each feature found

- **When someone finds a feature, everyone stops and investigates it.**
- **Before you leave your line, mark where you stop by planting your ranging pole so you can return to that point to continue surveying.**
- **Give the feature a number, for example 001. You will use this number to cross reference with the map/LiDAR print, recording forms, any notes and photos.**
- **A recording form should be completed for each feature.**
- **Look at your LiDAR print to see if the feature is visible on it.**

IF THE FEATURE IS VISIBLE ON THE LIDAR PRINT
Mark what you can see of the feature on the LiDAR print with a dot, or a series of dots if it is 'linear' (linear features are in lines, for example ditches or banks).
Write down the number that you give the feature next to the dot/s. You will later copy this information onto your map. Fill in a recording form for the feature.

IF THE FEATURE IS NOT VISIBLE ON THE LIDAR PRINT
LiDAR gives you an exact location, so if your feature does not show on the print you will need to locate it.

Take a GPS reading, or pace out, or measure with tapes from known points on your map or LiDAR print – instructions for this are below. Note which method of location you use.

Taking a GPS reading

The instructions for using the GPS are with the equipment.

Take a grid reference reading in the centre of a spot feature (except for hollows which could be dangerous) and two or more readings for a linear feature. Write down the grid reference/s with the number of the feature on the recording form.

On the LiDAR print write down the relevant feature number with a dot, or series of dots, on the location indicated by the GPS reading.

For a linear feature, follow its course and take a reading at any change of direction, at junctions with other linear features, at any other significant changes such as gaps, at its start and finish or where it enters/leaves the wood. Note any significant trees along its route.

Pacing out

If you do not have a GPS with you, you will need to find a minimum of two fixed reference points on your map which you can locate on the ground. If you have identified features on your LiDAR print which you can locate on the ground these can also be used. These features can be boundaries, fences or walls, the junction of paths or the intersections of streams. You may find a fixed point just outside the boundary of your wood, such as buildings that are marked on your map (but be aware of trespass).

Pace out to your feature from at least two fixed reference points and mark the map or the LiDAR print (depending on which you are using) at the intersection of your pacing. Write the relevant feature number next to this mark. Repeat this again to check your result. Record the number of paces you take as well as the distance in metres.

If you can only find one fixed point, use pacing together with a bearing from a compass to roughly locate the feature. Instructions for taking a compass bearing are included in the equipment.

Using tapes

Instead of pacing you can use tapes from two fixed reference points (see above). Tapes do not have to run along the ground, but try to keep them taut. As with GPS readings and pacing out, mark the map or LiDAR print and write the relevant feature number next to this.

Now that you have fixed the location you can carry on recording.

Take a photo of each feature if possible, with a ranging pole included to give scale. This can be laid alongside the feature on the ground or upright, depending on the vegetation and the shape of the feature. If you do not have a ranging pole, use a person to give scale. Note how many photos you have taken of the feature on the recording form.

Be aware - many features do not look clear, or even visible, on photos!

Use the Identification Toolkit to see if you can interpret what the feature may be.

What to do with the results of the survey

Keep for your own records

Read through your recording forms to ensure they are legible to someone who did not carry out the survey.

The LiDAR print and map you used in the wood are working copies. You will need to transfer all the numbered points onto the map. It is important though, to be as accurate as possible both in the wood and when redrawing, since you and others may want to find the features in the future.
If you wish to draw a more detailed map, you can use a set of symbols to show in greater detail the form of banks and ditches, types of significant trees, watercourse features and so forth.

It would be very helpful if you were able to collate all your recording forms onto this spreadsheet, created especially for this type of survey.

Keep all your original maps, recording forms and notes as they will form part of the archive for future reference.

Send your results to the HER Officer for the county that your wood is in

This will ensure that the valuable information you have gathered will be available for others to use in the future, for research and for management of the wood's archaeology. Included in this toolkit is a summary form for summarizing your results and submitting them to the Historic Environment Record for your county.

The HER would like to have copies of:

- **the summary form**
- **your map with the numbered points**
- **the spreadsheet, if you have filled it in, OR the recording forms if you haven't**

Discover more about the history of the wood

Finding out what features your wood contains will have given you an intriguing start in piecing together its history. The Research Toolkit will help you to discover how the land has been used over time, and to learn more about the people who shaped the features you see today.

If you would like an in-depth and comprehensive study of your wood undertaken, there are professional archaeologists who specialise in this type of commission. Contact your County Archaeology team for a list of approved contractors.

WOODLAND SURVEY

Name of wood or site	**Parish**

Centre point grid reference:
This can be taken from the LiDAR print or map

Give the survey area a unique prefix reference:
Example: Chapel Wood, Nutley = CWN or Tabell Gill, Ashdown Forest = TBAF

Date of survey:

Surveyors – individuals and/or group name:

Weather:

Weather in past few days: (heavy rain or prolonged drought may affect what you see)

Owner or manager of wood if known:

Wood is used as:

Amenity	☐	Reserve	☐	Private	☐
Forestry	☐	Other	☐		

Character of the wood (deciduous/coniferous/mixed; wetland areas/heath etc):

If you intend to survey only part of the wood, outline on your map which areas will be included. If you cover more than anticipated, you can extend what you draw.

WOODLAND SURVEY ~ FEATURE RECORD

UNIQUE FEATURE NUMBER
unique prefix reference + unique feature number
Example: Chapel Wood, Nutley = CWN 001

4-figure grid reference from GPS - for example: TQ 4765 3219
(do not round up the numbers!)

(on the LiDAR print, ignore the first digit of both the horizontal & vertical scale)

TOPOGRAPHY:

Valley floor ☐ Gentle slope ☐ Moderate slope ☐ Steep slope ☐

Crest ☐ Level ground ☐ Other _____

BRIEF DESCRIPTION of feature - circle at least one from the list below.
Give measurements – height/width/depth/diameter/circumference as appropriate (state whether estimated or measured)

levelled area

single bank

multiple banks

mound - circular

mound - not circular

hollow - circular

hollow - not circular

watercourse, ditch, drain

disturbed ground – shape unclear

other

INTERPRETATION of feature (possible identification) *Use the Identification Flowcharts*

_____

Confidence of interpretation: low med high

CONDITION of feature: good fair eroded damaged

Reason for damage _____

Is feature **part of, or joining onto**, another feature? Give feature number/s:
(it is useful to sketch the relationship over the page)

_____

Is feature **visible on LiDAR**? Yes No Partly

Photos taken? Yes No How many & any references _____

Turn over

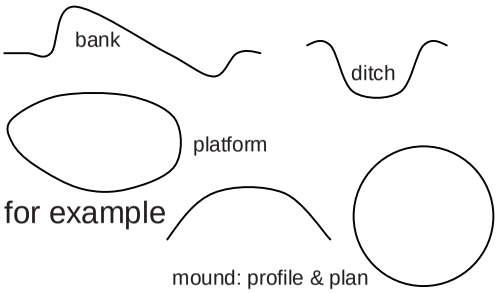
FEATURE SKETCH & DESCRIPTION

(Optional, but your sketch could be helpful for further interpretation, particularly for features which are part of, or join onto, another feature)

Profile sketch for linear features - banks and/or ditches

Plan sketch for other features – hollows, levelled areas

Combination for some features if applicable – mounds for example



Your sketch should show the dimensions of the feature.

Use the grid at a scale to suit the feature and note the scale. Each square = (for example: Each square = 10cm, 50cm, 1m, 2m)

Show the orientation by drawing an arrow pointing North (use the compass)

WOODLAND SURVEY ~ OBJECT/FIND RECORD

UNIQUE OBJECT NUMBER
unique prefix reference + unique object number
Example: Chapel Wood, Nutley = CWN Obj. 001

4-figure grid reference from GPS
for example: TQ 4765 3219
(do not round up the numbers!)

(on the LiDAR print, ignore the first digit of both the horizontal & vertical scale)

DESCRIPTION of the object/find.

What material it is made of?

What are its dimensions? (length/width/height)

IDENTIFICATION - do you know what the object/find is?

Where was the object/find discovered? (partly buried/ on the surface/in a stream/within a tree throw?) Describe the find spot:

Is the object/find near a visible feature? If so, give the feature number/s:

Was the object/find left where it was - or taken away?

If you are taking the object/find away, where will it be stored?

Photographs taken? Yes No How many & any refs:

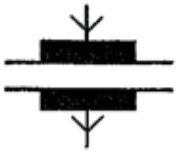
FEATURE SYMBOLS

Ditch

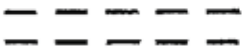

Bank


Bank & ditch


Watercourse (with direction of flow)


Culvert

Path


Track


Holloway (sunken track)


Hollow

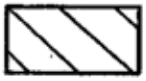

Mound


Standing water

Platform


Significant tree


Coppice stool/s (very large, or to denote an area of coppice)


Standing building


Stones or masonry

Woodland Survey Data for entry into Heritage Environment Records

Name of Wood:	**Surveyed by:**	**Survey date(s):**
Parish:	**County:**	**Weather:**

Feature Unique Ref	Feature Grid Ref	Topography	Feature Description	Feature Interpretation	Confidence	Relating to Feature Ref	Visible on LiDAR	Condition

HER Summary Form for Woodland Surveys

Name of Wood/s surveyed

Parish County

Centre Grid Ref

Date/s of survey

Form submitted by (individual/group) Date submitted

Contact details

Summary of the archaeology

Periods represented

Pal	☐	Mes	☐	Neo	☐	BA	☐	IA	☐
Rom	☐	Early Med	☐	Med	☐	Modern	☐		

Submitted with this Summary Form:

Spreadsheet of features/finds ☐

Copies of annotated map/s ☐

Copies of annotated LiDAR ☐

Copies of Recording Forms ☐

Full Survey Report ☐

CODE OF CONDUCT FOR WOODLAND SURVEY

We wish to undertake an archaeological survey of your woodland.

Archaeological remains survive very well in woodland as they haven't been disturbed. The evidence is often visible on the surface. These remains, which can include those of woodland management or crafts, small scale industry, military or settlement sites, have usually not been recorded.

Surveying your wood will give a better understanding of how it was used in the past and how that use fits into the surrounding landscape.

Information recorded in this survey may be included in the county Historic Environment Record.

To ensure that you know what is happening, we:

Will provide you with at least one person's contact details
Will notify you of the date/s and duration of the survey/s
Will notify you of the names of those taking part in the survey/s

To ensure that no damage will occur to the wood, we:

Will not dig into, or disturb, the ground
Will not cut or deliberately break branches
Will not pick fungi or flora
Will not damage fences or walls
Will close all gates

To ensure that no harm befalls any surveyor, we:

Will complete a Risk Assessment for woodland survey; identifying, assessing and managing the risks
Will ask all participants to read and sign the Risk Assessment
Will keep a record of any mishap or accident that occurs and note name, time and nature of injury

Signed……**Date**…….....

RISK ASSESSMENT
for woodland survey

Compiled by:

Date:

On behalf of:

This Risk Assessment should be completed by assessing the risk for each hazard you may come across.

The risk is assessed on the basis of three factors:

A – frequency

B – likelihood

C – consequence

A. The likely frequency of exposure to each hazard	**1.** Very infrequent **2.** Infrequent **3.** Frequent **4.** Very frequent **5.** Constant
B. The likelihood of the potential danger becoming a reality	**1.** Unlikely **2.** Low possibility **3.** Possible **4.** Probable
C. The most serious likely consequence of the potential danger becoming a reality	**1.** Minor injury or illness **2.** Injury requiring medical attention **3.** Injury, to illness resulting in absence of more than 3 days **4.** Serious injury or long term sickness **5.** Fatal

When A + B + C are totalled, the number provides a risk rating of Low, Medium or High

The total of A + B + C is assessed as follows:

TOTAL	RISK
3 – 6	LOW
7 – 10	MEDIUM
11 – 14	HIGH

Hazards can be lessened or heightened by the season. Most archaeological woodland survey will take place during the winter months, so a Risk Assessment prepared for this may not necessarily fit with one undertaken in the summer.

Each new site and survey should have a new Risk Assessment prepared.

- *It is advisable for the group to contain a trained First Aider*
- *Take a basic First Aid kit with you*
- *It is not advisable to undertake survey alone*
- *Tell someone where you are and what time you are likely to return*
- *Wearing high visibility clothing helps to locate group members in dense woodland*

Identified Hazards and Actions

If the risk is assessed as HIGH *even after* ACTION *, consider other ways to lessen the risk or abandoning the survey.*

HAZARD	ACTION	RISK RATING after ACTION (A frequency + B likelihood + C consequence) = L, M or H
SLIP OR TRIP HAZARDS: GROUND VEGETATION, STEEP BANKS, MUD	Appropriate footwear must be worn. Avoid steep slopes and choose routes carefully.	
WEATHER	Be prepared to abandon the survey in extreme weather conditions which might compromise safety. High winds in particular can be dangerous in woods due to falling branches.	
IRRITANT AND DANGEROUS PLANTS, SPORES, POLLENS	Avoid handling any plant known to cause irritation. Do not pick fungi. Bracken can cause reaction during dry summer, but woodland survey is generally done in winter. Any participant known to react to pollen should carry their own antihistamine.	
DOMESTIC & FARM ANIMALS	Avoid contact with dogs. Farm animals are unlikely in woodland but if crossing a field where they are present walk calmly.	
DEPRESSIONS, HOLLOWS, HOLES	Avoid standing on any depression as it may collapse (old saw pits, quarrying etc).	
INSECTS – STINGS & BITES	Avoid disturbing insect nests or swarms. Mosquitoes and other biting insects can be present in damp woodland with standing water. Any participant known to react badly to insect bites or stings should wear repellent and carry their own antihistamine.	
WATER, BOGS, MARSHES	Avoid standing on areas of boggy ground and slippery banks of ponds or lakes. Be aware of the possibility of Weils Disease (*water borne infection particularly carried by rats*) -hands should be washed after contact with water.	
VEHICLES, MOUNTAIN BIKES, HORSERIDERS	Cycle tracks and bridle paths must be noted in advance and survey group warned of the possibility of encounter.	
PERSONAL HEALTH / PHYSICAL FITNESS	No-one should exceed their personal level of fitness. It is advisable for the group leader to be aware of any participants' medical problems in advance of the survey.	
HAND TOOLS & SURVEY EQUIPMENT	Tools will not usually be carried. None of the survey equipment is sharp, although ranging poles could potentially damage if fallen upon upright.	
SNAKES	Adders may be encountered on sunny banks – do not disturb. Harmless grass snakes may be encountered near water.	

HAZARD	ACTION	RISK RATING after ACTION (A frequency + B likelihood + C consequence) = L, M or H
LYME DISEASE *Bacterial disease transmitted by ticks*	Mainly present in grassy areas and not so applicable in woodland. Cover arms and legs with long sleeves and trousers to lessen the risk. Remove any embedded tick with tweezers.	
TETANUS *It is advisable for anyone working outside to be up to date with tetanus protection.*	Although survey does not include moving soil, any cut which comes into contact with earth should be thoroughly washed.	
MANUAL HANDLING & LIFTING	Participants should be aware of risk of injury when lifting or moving obstacles such as fallen logs. Avoid this if possible.	

SUMMARY

Name:	**Date:**
Organisation:	
Location of survey:	

Hazard	Risk Rating	Details of Risk and Controls
Slips, trips etc		
Weather		
Plants		
Animals		
Hollows, holes		
Insects		
Water etc		
Vehicles, bikes, horses etc		
Personal health		
Tools & equipment		
Snakes		
Lyme disease		
Tetanus		
Manual handling		

eastsussex.gov.uk

East Sussex
County Council

Level Three Survey

a toolkit
for wooded landscapes

Historic Environment Awareness Project - led by East Sussex County Council and involving West Sussex County Council and Kent County Council, as part of the Weald Forest Ridge Landscape Partnership Scheme.

WEALD FOREST RIDGE Landscape Partnership

heritage lottery fund
LOTTERY FUNDED

ENGLISH HERITAGE

west sussex county council

Kent County Council

HIGH WEALD JOINT ADVISORY COMMITTEE

Wooded landscapes - Level three survey

For examples of this level of survey see www.sewaf.org.uk/library/survey-report-downloads

This level of survey builds on the information obtained in a Level Two survey. It is for those who wish or need to undertake a more detailed investigation of a wooded landscape or particular monument within the wooded landscape. A Level Three survey leads to a multi-disciplinary record resulting from 'desk-based' research to underpin the process of field investigation. It should include as much information as possible that can be gained from an assessment of surface remains augmented with full, cartographic, documentary research and an appraisal of the historical record.

Level Three survey can be enhanced by the use of one or more areas of specialist research (e.g. detailed archive research) or specialist fieldwork (e.g. geophysical survey) – see page 8

A Level Three survey leads to the production of a report which draws together all the information and evidence of ground survey and desk-based research. The report is suitable for management plans, academic study or for site interpretation.

For additional information on levels of survey please see English Heritage guidelines 'Understanding the Archaeology of Landscapes' at:
http://www.english-heritage.org.uk/publications/understanding-archaeology-of-landscapes/

Desk Based Assessment

Level Three Survey starts with a desk-based assessment (DBA).

The DBA places the site in its historical context by collating the known archaeological and historical record for the site and its surroundings.

This will include -

- **Historic Environment Record data for the area**
- **Record Office data for the area, including primary sources (estate maps, deeds, plans etc)**
- **secondary sources, such as county society journals and other published works (local libraries, county archaeological society libraries, online records etc)**

The known archaeological record before survey will be summarized in the report.

The Research Toolkit gives detailed information about how to undertake historical research of wooded landscapes.

Desk Based Assessment contd

The DBA also places the site in its landscape context by describing:

- **geology and soils**
- **topography**
- **vegetation**
- **administrative boundaries, historical and modern, and**
- **incorporating other data sets, such as Historic Landscape Characterisation**

Ground Survey

Ground survey uses the same methodology as Level Two, with the addition of:

- a more detailed assessment and record of the condition of each feature and the reason for any damage

- a more detailed assessment and record of linear features such as banks, which should be recorded at intervals and the length of the intervals noted

- measured survey of features of special interest with measured scale plans or sections where useful. A video explaining 'Measured survey using tape and offset' can be seen at www.scotlandsruralpast.org.uk. Also within this video section is 'Using a handheld GPS' and 'Creating a Field Sketch'.

Following completion of the ground survey, a map or maps are created, with all recorded features located with accuracy and numbered. The features are depicted using symbols (see Level Two Survey Toolkit, Page 24) which relate to their form.

A coloured phase diagram to illustrate sequences of development is useful. Although features within woodland are not easily dated, the sequence in which they were built may be apparent from one feature cutting or abutting another. Colour can also be used to theme and link disparate elements. With large area plans of a wood, the extents of different phases can become clear, gaps become apparent and different 'functional' areas sometimes emerge too.

Significant trees should also be depicted. Note, however, that LiDAR does not usually show significant trees such as pollards or stubs, some of which are integral to interpretation of a wooded landscape and should be recorded.

The Report

For examples of reports produced by this level of survey, see www.sewaf.org.uk/library/survey-report-downloads

Level Three Survey Report will include:

Summary/abstract

A statement of method

Physical description of the site, to include:

- Landscape setting
- Geology & soils
- Topography
- Vegetation
- Administration – boundaries/hundreds etc

Background archaeology and history of the site :

- What is already known about the site and its surroundings, including previous surveys, based on the desktop study
- Relevant historic maps
- Historic Landscape Characterisation

Results of the ground survey:

A description in chronological, sub-area or feature-type order of all identified features
A map (or maps) with all features located with accuracy, symbolically drawn and numbered
A gazetteer of feature numbers
A LiDAR print (or prints) with all features numbered corresponding to the map

Discussion

Analysis of the survey results and desk-based research, from which a summary can be produced.

Conclusions and recommendations for future research

Synthesis of the results with a statement on archaeological potential
Recommendations for further investigations that could usefully be undertaken

Management Recommendations

Recommendations for future management by owners or contractors, in order to conserve the archaeological resource

References

HER Summary Form

Enables a record of the 'event' to be made in the relevant HER (see Level Two Toolkit, Page 26)

Archive

Survey notes, maps, plans, photographs, DBA data
Details of contents, location and deposition date of the project archive

Additional investigative work

This may be undertaken if equipment and expertise are available, and may be suggested in the 'Future Research' section of the report. This could take the form of:

- **Geophysical survey**
  (to help identify below-ground features and remains such as buried walls and ditches)

- **Topographic survey**
  (to help define and understand complex earthworks such as a former iron-working site with pond bay)

- **Excavation**
  (to help characterize, date and understand earthwork features such as banks and ditches or below-ground remains, the position of which has been identified as a result of the desk-based assessment, geophysical survey or other source)