

St Ethelreda's Church Hall, Church Street, Hatfield
AL9 5AR: Historic Building Recording

18th September 2018

Written Scheme of Investigation Version 2

Planning Ref. 6/2017/2622/LB

HER Search No. 67/18



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Introduction

This document is a Written Scheme of Investigation which details the standard procedures and approach to the project which will be employed by CFA Archaeology (CFA) and is a response to planning condition 4 on application 6/2017/2622/LB issued by Welwyn Hatfield Borough Council and advice from Hertfordshire Historic Environment Advisory Service.

Project Background

Planning consent has been granted for alterations to St Ethelreda's Church Hall, Church Street, Hatfield centred on OS grid ref TL 23484, 08483. The alterations include the removal of partition walls and ceilings, the addition of a kitchen and bar and a new hydraulic platform lift, as well as external repairs and landscaping.

St. Ethelreda's Church Hall is a Grade II listed building located at east end of Church Street, to the south of St Etheldreda's Church and west of Hatfield House (Fig. 1).

Historical Background

Numbers referred to in the text below are HER and designated asset ID numbers. The sites are shown on Fig. 2.

St. Ethelreda's Church Hall (MHT18521, 1101042) was originally constructed as a school (Countess Anne's School) in 1840 for the 2nd Marchioness of Salisbury in 1840. The building is of Tudor style made from red brick with a plain tile and fish scale tile roof with parapeted and coped gable ends.

The hall lies within the known extent of the medieval town of Hatfield (MHT6822) and within the Old Hatfield conservation area. The hall is also within Area of Archaeological Significance no. 17 as identified in the Local Plan which covers medieval Hatfield as well as Hatfield House and gardens. Below is a summary of the surrounding designated assets (listed buildings and registered Parks and Gardens) and HER entries within 250m of the hall:

Medieval

St Etheldreda's Parish Church (MHT2368, 1348124) is a grade I listed building dating to the 13-15th centuries. The churchyard gates and walls date to the 18th and 19th centuries and are listed (1173186, 1101047). Some of the tombs and memorials are also listed dating to the 18th-20th centuries (1173198, 1348125 and 1101046).

A Medieval Pottery Kiln was found at Batterdale West (MHT1851) in 1968 during construction of Batterdale Crescent flats. The kiln was in the area of Great Reed Pond, which was used as a dumping ground for post-medieval industrial waste and domestic debris (MHT13422) until it disappeared at the end of the 18th century. Parts of a variety of drainage systems were found, including horn core drains, contemporary with the kiln and later brick drains.

Within the grounds of Hatfield House is the site of the 15th century Bishop's Palace (MHT2932, 1348152). Only one wing and the gatehouse survive. The Lodge to Hatfield House is 15th century and grade 11* listed (1173164).

The Old Coach House on Hatfield Park Street (1296116) is a timber framed hall house of possible 15th century origin. The Rose and Crown on Fore Street (1101015) is also probably 15th century.

A stable range (1101022) to the north of Hatfield House is late 15th century with 18th and 19th century additions.

Post-medieval

At the north of the study area a layer of 16th century bricks were found in a borehole near Whitesmith Cottage (MHT17169). These appeared to have represented a laid surface, possibly a floor or a path.

East of the St Ethelreda's Church Hall is the site of the George Inn, Church Street (MHT1853). The George Inn stood at the top of Church Street and was recorded from the 1540s. It is shown on a plan of Hatfield House estate made in 1608. The George was sold to Marquess of Salisbury in 1790 and demolished. This followed his diversion in 1784 of the Great North Road between Woodside and Church Street. A large quantity of post-medieval debris, and signs of a roadway, were recorded in George's Field at TL 2349 0837, adjacent to the site of the inn, in 1973. More details of these remains were seen in evaluation trenches in the same place in 2010. They include a culvert built of 18th century brick, and remains of a building in 16th century brick. This may have been a cellar with traces of steps giving access from the building above.

Hatfield House (MHT2027, 1173363) lies to the west of the hall. The house was built for Robert Cecil, 1st Earl of Salisbury in 1607-12, following his exchange with King James I of his palace at Theobalds, with James I's palace at Hatfield in 1607. The park (MHT7327) is registered and the gates, walls and pavilions listed (1173384, 1101021 and 1173389).

There are several 16th century listed buildings in Hatfield. These include the Eight Bells public house (1296123) and the former Rectory on the south side of Fore Street (1173228). Nos. 2-6 Church Street (MHT18524, 1173088) are a group of timber and brick buildings also thought to date to the 16th century.

Nos. 1-5 Park Street (MHT6825, 1100999) is a range of 17th century timber-framed buildings which were used as a pub and brewery. Peta Shaw (1101014), No. 19 / Rear Barn (1348128), Nos. 26/28 and No. 9 (1348127) on Fore Street are also 17th century and timber framed. A timber-framed barn to the rear of 7 Fore Street also dates to the same period (1173255).

West of St Ethelreda's Church Hall is 24 Church Street (MHT18525, 1348161), an 18th century brick town house used in the 19th century as a beer house. An early 18th century house (21-25 Fore Street) is also situated on the corner with Church Street (MHT1844). Observations behind 25 Fore Street were made in 1973 (EHT6829) revealing post-medieval wall foundations.

Various listed 18th and 19th century buildings are located along Fore Street and Park Street (MHT12976 / 1296264, 1296089, 1101016, 1101013, 1101012, 1101049, 1101010, 1101009, 1173320, 1348129, 1101052, 1101051, 1173276, 1173271, 1101050, 1173262, 1101048, 1348126 and 1173247). An outbuilding to the rear of No. 16 Fore Street is also 18th century and listed (1348148).

Excavations in 1971 by Hatfield and District Archaeology Society at Gray's Yard revealed post-medieval foundations of a brick building in English bond (MHT24) as well as a waterlogged timber structure. These were possibly on the edge of a pond and suggested an industrial building (perhaps a tannery, as tanning is documented in this general area) with a jetty or boardwalk. The building went out of use in the late 17th or 18th century.

A dump of post-medieval debris beneath a deposit of broken 18th century wine bottles was found on the Church Street/Park Street Junction (MHT17357, EHT6830) in the 1970s.

Post-medieval brick barrel drains running the length of Park Street were found in 1975 from the corner of Fore Street north at least as far as the Viaduct (MHT17355).

To the east of the hall is the route of the 1784-1851 turnpike road (MHT30634)

19th Century

A Real Tennis Court and Riding School (1296204) at the south-east end of Fore Street was built in 1840 by the Second Marquess of Salisbury in the Tudor style.

A Wesleyan chapel was located west of the hall next to the Two Brewers public house on Church Street in the mid 19th century (MHT18522). Nearby is a mid 19th century rustic style cottage (1296392).

Nos. 8 and 10 Church Street is a pair of early 19th century houses built in yellow brick (1101041).

Three early 19th century buildings (MHT30845) were demolished in 1888 at 17-23 Church Street. An evaluation in 2014 (EHT7363/4) found robbed out footings of the buildings. No. 30 Church Street is also 19th century (1173092).

At the NW end of Fore Street is the site of the Hatfield Brewery which operated from 1878 to 1920 (MHT6878).

At Park Close is the site of an early 19th century independent 'undenominational' chapel demolished in 1932 (MHT16256).

The original Salisbury Square (MHT17356) which was located between Church Street, Church Lane and Broadway was demolished in 1972. The square contained a double row of cottages for the Herts Militia, built in 1853 on the site of post-medieval cottages in a medieval chalk pit.

To the west of St Ethelreda's Church Hall is the site of a maltings and later garage (MHT5371).

A National School building built in 1850 (MHT18523, 1173088) was located on London Road. This was demolished in the 1960s.

20th century

17-23 Church Street was a 1930s block divided into small flats which was demolished in 2014.

A Roman Catholic Church (MHT18315, 1410142) opened in Batterdale in 1930 and was altered in the 1970s.

Project Objectives

- To create a record of the building prior to, and during, its alteration and establish the building's form, function, date and sequence of development.
- To review the local and regional historical context of the structure making reference to the appropriate regional research agendas, and to place the findings of the recording in their context with the aim of informing future conservation decisions and subsequent management of the structure.
- Produce a high quality, fully integrated archive suitable for long-term deposition in order to 'preserve by record' the building in its current form prior to conversion.

Method Statement:

Existing plans and elevations will be checked for accuracy and corrected to make a drawn archaeological record of the building. If the drawings are not accurate, new drawings will be hand-drawn, created using a reflectorless total station or through photogrammetry using Agisoft PhotoScan. Sections showing vertical relationships within the building will be hand-drawn within the limits of access and health and safety. The number and type of drawings will be informed by Historic England Level 3 standard (see Appendix 1). The footprint of the building will be tied into the National Grid using a Trimble GPS unit with Real Time Kinematic (RTK) corrections accurate to 8mm horizontally and 12mm vertically. The building will be photographed to Historic England Level 3 standard (see Appendix 1) using a digital SLR and a medium format B&W camera with photographic scales. The written account will conform to Historic England Level 3 standard (see Appendix 1).

A watching brief will be undertaken during works to record any details of the building exposed during the works to the fabric of the building and the observations will be incorporated into the report on the formal recording.

Reporting

The combined Historic Building Recording and the watching brief report will describe the methods employed and outline the results in sufficient detail to enable the results to be interpreted without recourse to the site archive. It will include a non-technical summary and the results will be interpreted in relation to the archaeological and historical context of the surrounding area. A digital copy of the report will be supplied in PDF format to the local planning authority. In addition, a hard copy of the report will be supplied to the Hertfordshire HER. A summary of the results of archaeological works will be submitted for inclusion in OASIS and the OASIS reference will appear in the report.

The report will contain:

- a concise non-technical summary of the project results;
- the site location given as an 8 figure grid reference;
- the aims and methods of the Historic Building Recording;
- a location plan of the site at a scale of at least 1:10 000;
- Description and interpretation of all structures recorded by the project. The report will propose an interpretation for the phasing, dating and development of the building on the basis of the information gathered during the project
- Appropriate illustrative material including maps, plans, sections and drawings

- Photographs of key views needed to illustrate the text of the report, including diagrams indicating the direction/location from which the photographs were taken and a location plan showing the locations of photos at an appropriate scale
- a statement and analysis of the results;
- an assessment of the significance of any findings;
- description of the contents of the project archive
- OASIS entry summary
- Hertfordshire Historic Environment Record summary sheet entry

Standards and Guidance

CFA Archaeology is a registered organisation (RO) with the Chartered Institute for Archaeologists (CIfA). All work will be conducted in accordance with relevant CIfA Standards and Guidance documents (CIfA, 2014), Historic England's Management of Research Projects in the Historic Environment (2015), former English Heritage Guidance which may be useful (EH, 2008a and 2008b) and CFA's standard methodology. The WSI will be issued to site staff and will help inform the work.

Archiving

The project archive, comprising all CFA record sheets, finds, plans and reports, will be deposited at the relevant local museum and will conform to current guidelines in MoRPHE guidelines (Brown 2011, MGC 1994, SMA 1995, Ferguson and Murray 1997, UKIC 1990 and EH 2006) ensuring the proper transfer of ownership. The project report shall include an index to the site archive. A copy of the report will also be deposited with the Hertfordshire Historic Environment Record.

Welfare, H & S and Environmental Policy

CFA Archaeology promotes the welfare and development of all staff irrespective of their status as permanent or temporary employees. Health and Safety executive guidance is followed for the provision of welfare on site and in office environments. CFA is an equal opportunities employer.

Policy Statement:

It is the Company's policy, so far as is reasonably practicable to:

- provide and maintain plant and equipment and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and visitors;
- maintain any place of work under the Company's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- provide and maintain a working environment for employees that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- provide such protective equipment as is necessary for the health and safety at work of employees;
- encourage staff to set high standards of health and safety by personal example;
- monitor the effectiveness of health and safety provisions within the Company, and;
- keep the Health and Safety Policy under regular review and to duly circulate any amendments.

It is equally a duty under the Health and Safety at Work Act for everyone engaged in company activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. Those who supervise work in the company premises and at field locations elsewhere have special obligations to ensure that they do not endanger the health and safety of other colleagues or visitors.

Prior to the start of site works a risk assessment will be carried out identifying risks to staff, visitors to the site and members of the public. Staff and visitors to the site will wear appropriate PPE at all times.

No person shall intentionally interfere with, or misuse anything provided by the Company in the interests of health, safety or welfare. CFA Archaeology's full Health and Safety policy and guidance is available on request.

CFA Archaeology is committed to reducing its carbon footprint and maintains an environmental policy which may be supplied on request.

Resources

Mark Roberts (BA MLitt MCIfA) is a Regional Manager for CFA. Mark has project managed numerous archaeological projects of all periods throughout the UK including those undertaken for large infrastructure projects. Mark has an IOSH *Managing Safely* certificate.

Paul Gwilliam (Historic Buildings Officer) will carry out the building recording with assistant archaeologists selected from CFA's pool of staff, all of whom have appropriate experience. Paul has many years experience carrying out building recordings in England including numerous records to level III standard.

Tamlin Barton (MA ACIfA, Project Officer / Graphics Officer) has carried out many building recordings of barns, farmsteads, factories, town houses and outbuildings. Tamlin also carries out DBAs for CFA on a regular basis. Tamlin and most of CFAs staff are first aiders and all have current CSCS cards.

CFA's Graphic's Manager is Shelly Werner BA MPhil PhD, who is responsible for the organisation and management of all GIS, CAD and Illustrative material. She is an experienced illustrator with specialist knowledge in GIS consultancy.

Timetable

The envisaged start date for historic building recording is some time in July 2018.

Quality Assurance

CFA works to the highest achievable standards across the range of its archaeological activities and employs best archaeological practices. CFA operates according to the appropriate codes and standards of the Chartered Institute for Archaeologists (CIfA).

A quality system has been produced to fulfil the requirements of best archaeological practice. This system comprises the Quality Policy, Quality Manual, project specific Quality Plans, and a series of Standard Operating Procedures, copies all of which may be supplied on request.

CFA staff are instructed in the requirements of the quality system. All staff working on projects are inducted in CFA working practices, including quality responsibilities. Every member of staff is made aware of their individual responsibilities within the project and within the Quality Plan. CFA ensures that all staff are qualified, experienced archaeologists, and that training is conducted in appropriate areas of CFA work procedures and in developing uses of new technologies. All staff are encouraged to apply for membership of the CIfA, the recognised professional body for field archaeology, at an appropriate level

and are encouraged and assisted through an appraisal system to maintain continuing professional development documentation.

References

Brown, DH, 2007, *Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation*, Institute for Archaeologists

CIfA, 2014, *Code of Conduct*, Chartered Institute for Archaeologists

EH, 2008a, *Conservation Principles: Policies and Guidance for the Sustainable Management of the Historic Environment*, English Heritage

EH, 2008b, *Management of Research Projects in the Historic Environment, Development of Procedural Standards and Guidelines for the Historic Environment*, English Heritage PPN 6

Ferguson, L. M. and Murray, D. M., 1997, *Archaeological Documentary Archives: Preparation, Curation and Storage*, Paper 1, Institute for Archaeologists

Historic England, 2015, *Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide*.

Historic England, 2016, *Understanding Historic Buildings A Guide to Good Recording Practice*.

UKIC, 1990, *Guidelines for the Preparation of Excavation Archives for Long term Storage*, United Kingdom Institute for Conservation

Online Sources

<https://www.historicengland.org.uk/listing/the-list/>

Maps

Google Earth: 2004 mapping, Infoterra Ltd and Blueskye

OS map: Hertfordshire XXXII.3 (25 inch) Surveyed: 1877 Published: 1878

OS map: Hertfordshire XXXII.3 (25 inch) Revised: 1897 Published: 1878

Appendix 1

Extract from *Understanding Historic Buildings A Guide to Good Recording Practice*, 2016; A level 3 survey:

Drawings

Often one or more of the following:

- (3) Measured drawings recording the form or location of other significant structural detail (for example timber or metal framing).
- (4) Measured cross-sections or long-sections to illustrate the vertical relationships within a building (for example floor and ceiling heights, the form of roof trusses).
- (5) Measured drawings to show the form of any architectural decoration (for example the moulding profiles of door surrounds, beams, mullions and cornices) or small-scale functional detail not easily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating.
- (6) Measured elevations, where these are necessary to an understanding of the building's design, development or function.
- (7) A site plan relating the building to other structures and to any related topographical and landscape features.
- (8) A plan or plans identifying the location and direction of accompanying photographs.
- (9) Copies of earlier drawings throwing light on the building's history.
- (10) Three-dimensional projections when these are of value in understanding the building. If these are to be considered components of the record they must always be accompanied by measured plans, sections and elevational details.
- (11) Reconstruction drawings and phased drawings, when these are of value. In phased drawings successive phases of a building's development may be shown by graded tone (dark to light, with the darker being the earlier) or by colour, by sequential diagrams or by annotation. Whenever phased drawings are included in a record, they must be accompanied by the unmarked drawings on which they are based.
- (12) Diagrams interpreting the movement of materials (process flow) or people (circulation), or the segregation of people or activities (for example permeability diagrams), where these are warranted by the complexity of the subject. As with 10 and 11, the evidence supporting the interpretations must be provided.

Photography

- (1) A general view or views of the building (in its wider setting or landscape if 2 (below) is also to be adopted).
- (2) The building's external appearance. Typically a series of oblique views will show all external elevations of the building, and give an overall impression of its size and shape.

Where individual elevations include complex historical information it may also be appropriate to take views at right-angles to the plane of the elevation.

- (3) Further views may be desirable to reflect the original design intentions of the builder or architect, where these are known from documentary sources or can be inferred from the building or its setting.
- (4) The overall appearance of the principal rooms and circulation areas. The approach will be similar to that outlined in 2.
- (5) Any external or internal detail, structural or decorative, which is relevant to the building's design, development and use, with scale where appropriate.
- (6) Any machinery or other plant, or evidence for its former existence.
- (7) Any dates or other inscriptions; any signage, makers' plates or graffiti which contribute to an understanding of the building. A transcription should be made wherever characters are difficult to interpret.
- (8) Any building contents which have a significant bearing on the building's history (for example, a cheese press, a malt shovel).
- (9) Copies of maps, drawings, views and photographs, present in the building and illustrating its development or that of its site. The owner's written consent may be required where copies are to be deposited in an archive.

Written Record

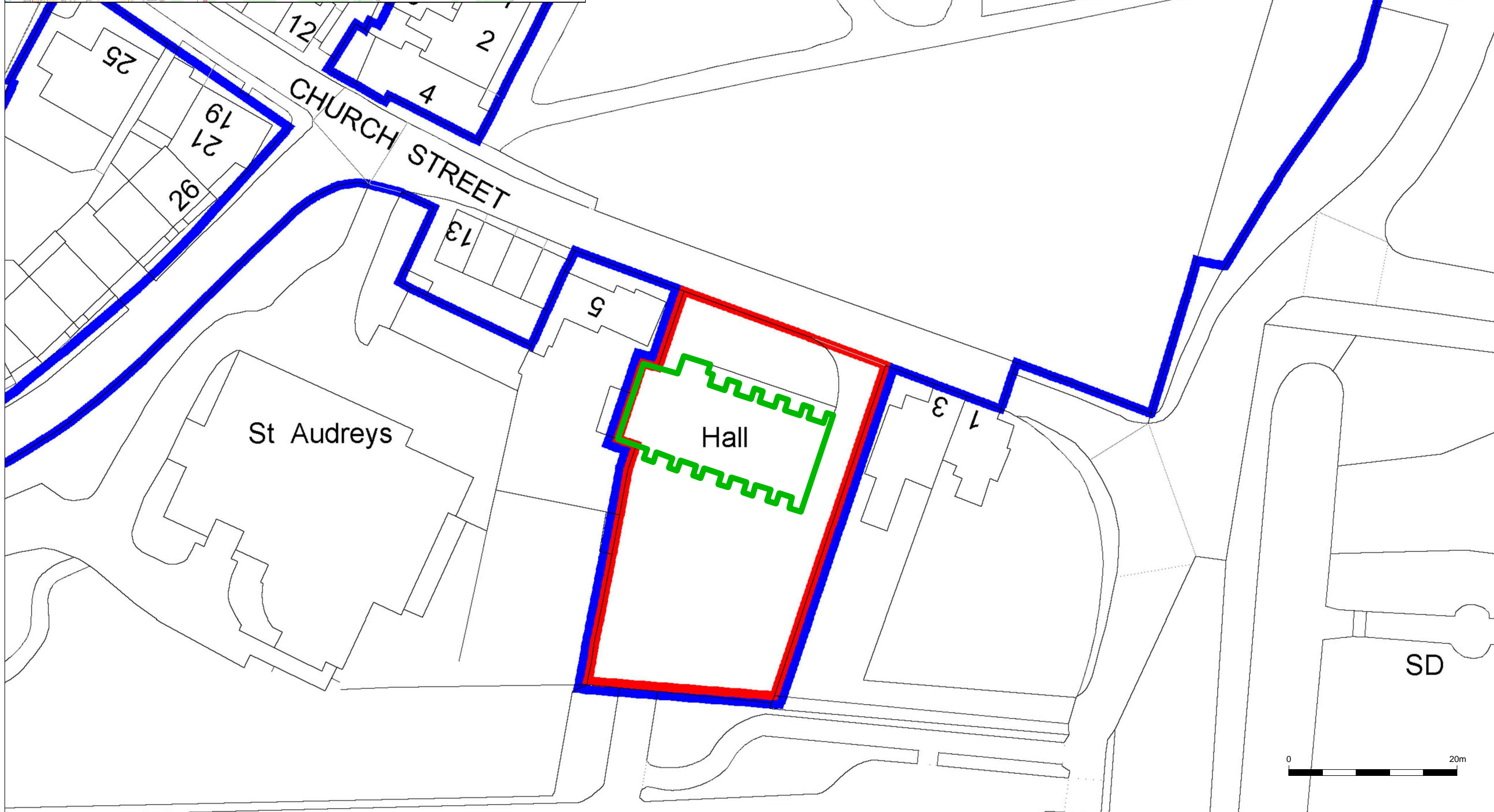
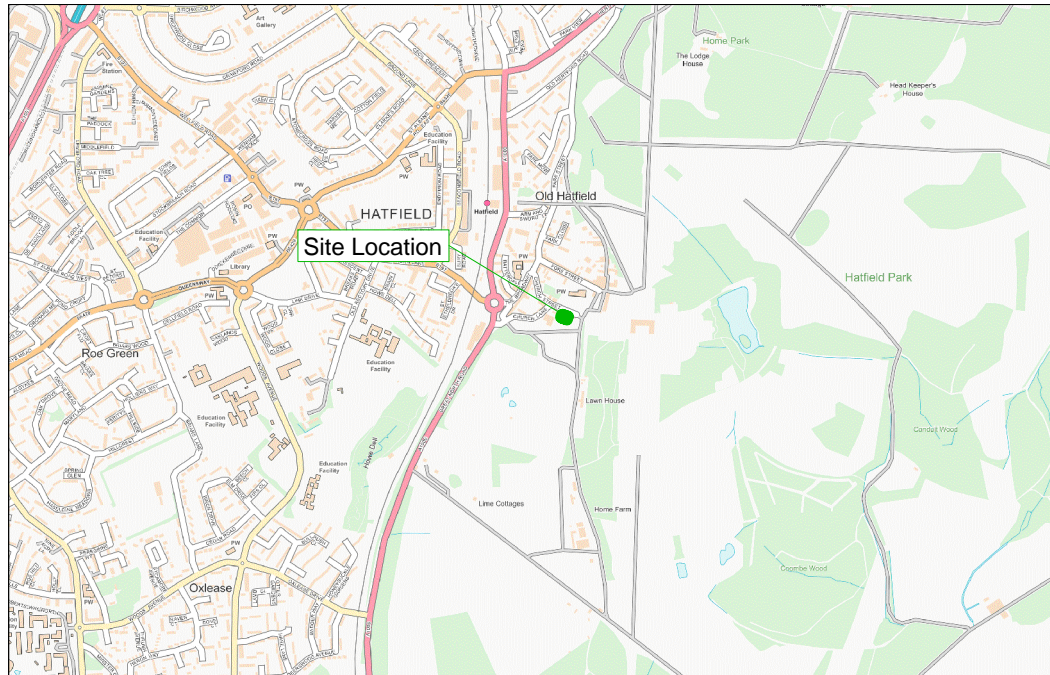
- (1) The precise location of the building as an address and in the form of a National Grid reference.
- (2) A note of any statutory designation (that is, listing, scheduling, Register of Historic Parks and Gardens, conservation area). Information on statutory designations can be found on the Historic England website. Non-statutory designations (local lists) may be added.
- (3) The date when the record was made, the name(s) of the recorder(s) and the location of any archive material.
- (6) A longer summary statement. An alternative to 4. This account should summarise the building's form, function, date and sequence of development. The names of architects, builders, patrons and owners should be given if known. Its purpose is to describe the building when no fuller record is necessary. Alternatively it may serve as an introduction to the more detailed body of a record that may follow, for users who may need a summary of the report's findings.
- (7) An introduction briefly setting out the circumstances in which the record was made, its objectives, methods, scope and limitations, and any constraints. Where appropriate the brief for the work or the project design should be stated or appended.
- (8) Acknowledgements to all those who have made a significant contribution to the making of the record, or who have given permission for copyright items to be reproduced.

- (9) A discussion of the published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
- (11) An account of the building's overall form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis.
- (12) An account of the building's past and present use, and of the uses of its parts, with the evidence for these interpretations. An analysis of a circulation pattern or of a decorative or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purpose. In an industrial building, a sequential account of the way in which materials or processes were handled.
- (13) Any evidence for the former existence of demolished structures or removed plant associated with the building.
- (23) Full bibliographic and other references, or a list of the sources consulted (in long reports it is preferable to include both). Websites which may prove to be ephemeral should be avoided as references wherever possible; where their use is unavoidable the full web address and the date on which the site was consulted should be noted.

Sometimes also these:

- (5) A contents list; a list of illustrations or figures.
- (14) A summary of the findings of any specialist reports (for example dendrochronology or paint analysis).
- (15) A discussion of the building's past and present relationship to its setting: its relationship to local settlement patterns or other man-made features in the landscape; its part in a larger architectural or functional group of buildings; its visual importance as a landmark, etc. For more guidance on investigating and recording landscapes see *Understanding the Archaeology of Landscapes* (English Heritage 2007; revised edition forthcoming).
- (16) An assessment of the potential for further investigative or documentary work, and of the potential survival of below-ground evidence for the history of the building and its site.
- (18) Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).
- (19) Copies of other records of the building, including specialist reports (again with any necessary permissions), or a note of their existence and location.
- (20) Any further information from documentary sources, published or unpublished, bearing on any of these matters, or bearing on the circumstances of its building, designer, craftsmen, ownership, use and occupancy, with a note on the sources of the information.
- (22) An outline of the significance of the building. This can seek to identify both the significance of different features or phases of development in the building relative to each other, and also set important aspects of the building in a regional or national context.

- (24) A glossary of architectural or other terms likely to be unfamiliar to readers. If few in number, terms may be explained more economically within the text or in footnotes.



Key:

- Site Boundary
- St Etheldreda's Church Hall



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Title:
Site Location Plan

Project:
**St Etheldreda's Church Hall,
 Church Street, Hatfield:
 Historic Building Recording**

Client:
Gascoyne Holdings Ltd

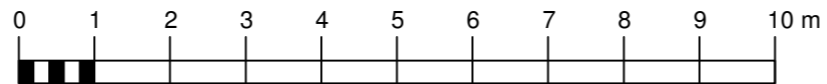
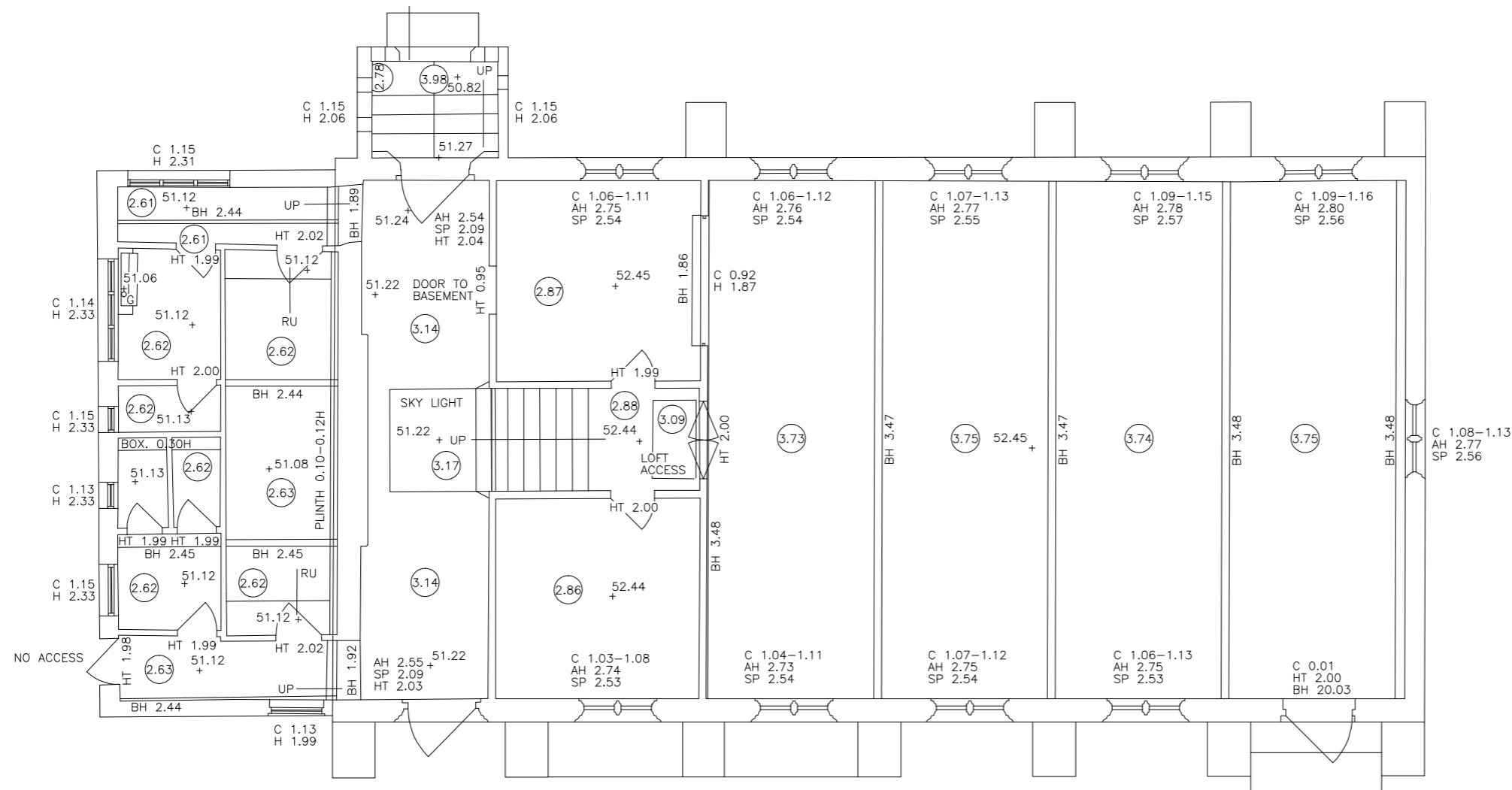
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Report No: WSI	Fig. No: 1
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Key:



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Title:
Existing Plan

Project:
St Ethelreda's Church Hall,
Church Street, Hatfield:
Historic Building Recording

Client:
Gascoyne Holdings Ltd

Scale at A3:
1:100

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Key:



NORTH ELEVATION



SOUTH ELEVATION



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Title:
**Existing North and South
Elevations**

Project:
**St Ethelreda's Church Hall,
Church Street, Hatfield:
Historic Building Recording**

Client:
Gascoyne Holdings Ltd

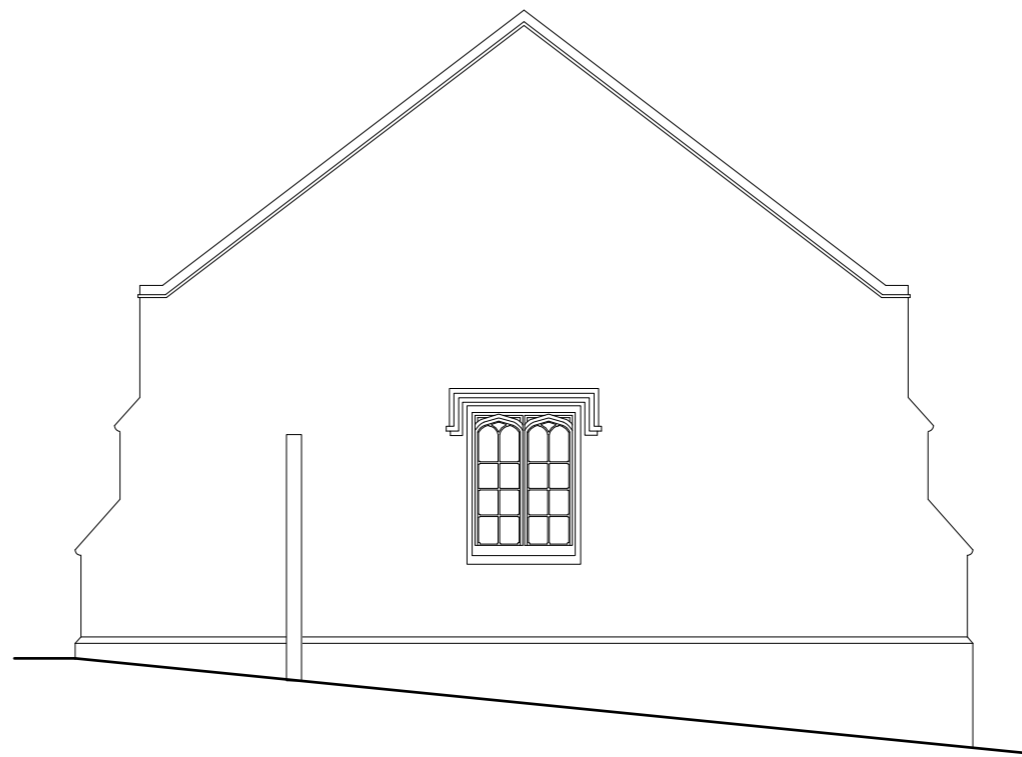
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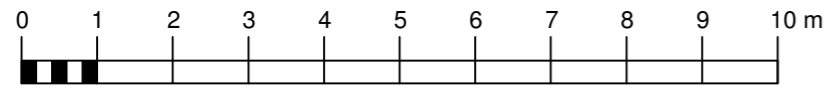
Report No: WSI	Fig. No: 4
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WEST ELEVATION



EAST ELEVATION



Key:

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 Suite 11
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 www.cfa-archaeology.co.uk

Title:
Existing East and West Elevations

Project:
**St Ethelreda's Church Hall,
 Church Street, Hatfield:
 Historic Building Recording**

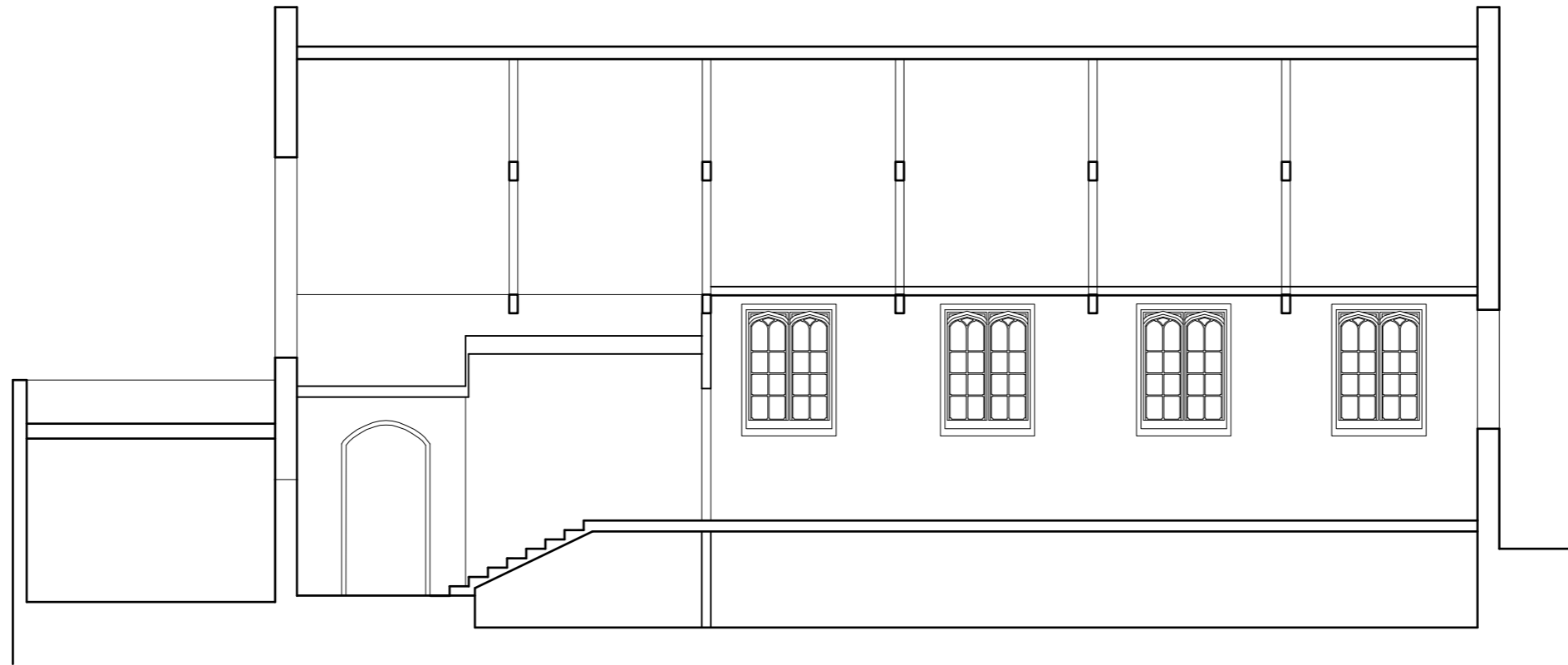
Client:
Gascoyne Holdings Ltd

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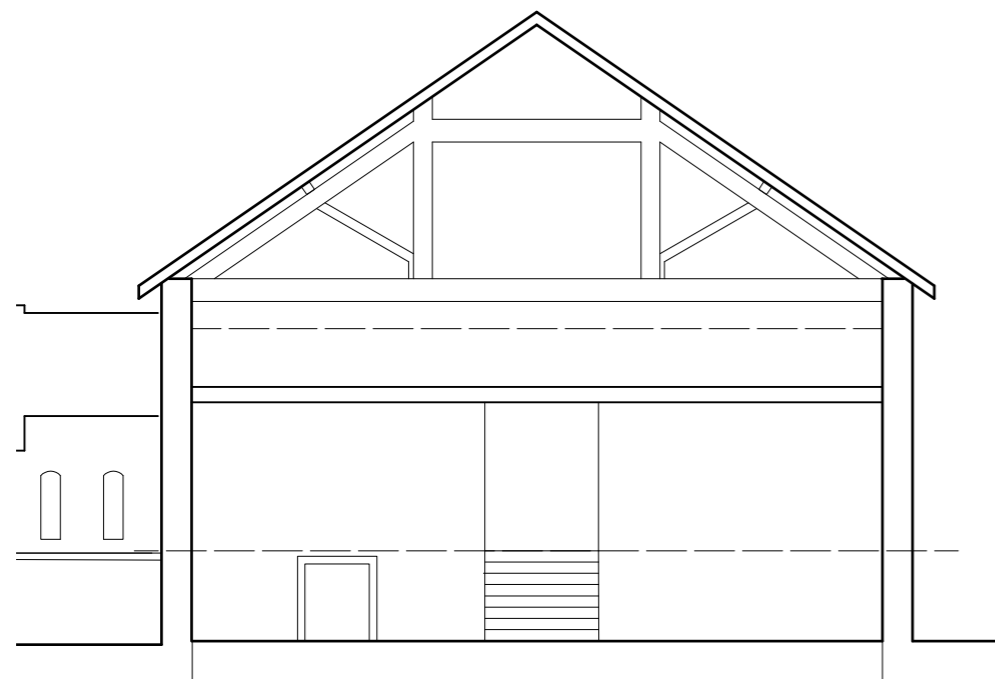
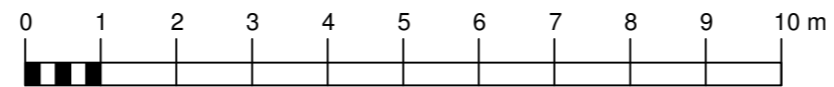
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Report No: WSI	Fig. No: 5
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Key:



SECTION A - A



SECTION B - B



SECTION C - C

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Chesney Wold, Bleak Hall
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Title:
Existing Sections

Project:
St Ethelreda's Church Hall,
Church Street, Hatfield:
Historic Building Recording

Client:
Gascoyne Holdings Ltd

Scale at A3:
1:100

Drawn by: TB	Checked: SW	Date: 11/07/18
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Report No: WSI	Fig. No: 6
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