



**Northaw House  
Cuffley  
Potters Bar  
Hertfordshire**

*Written Scheme of Investigation for  
Historic Building Recording*



*For:*  
Archaeology Collective

CA Project: MK0194

January 2020



# Northaw House Cuffley Potters Bar Hertfordshire

## Written Scheme of Investigation for Historic Building Recording

CA Project: MK0194

prepared by	Richard Hardy, Historic Buildings Consultant
date	January 2020
approved by	Nathan Blick, Principal Heritage Consultant
signed	
date	January 2020
issue	01

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## 1. INTRODUCTION

- 1.1. This document sets out details of a Written Scheme of Investigation (WSI) for a programme of historic building recording at Northaw House, Cuffley, Potters Bar, Hertfordshire (centred at NGR: 527457, 202422, Fig. 1; hereafter referred to as ‘the Site’ or ‘the estate’). The assessment has been commissioned by Archaeology Collective. The Site comprises the Grade II Listed Northaw House and a number of associated standing structures.



**Fig.1 Site location plan**

- 1.2. Full planning permission was granted by Welwyn Hatfield Borough Council (WHBC) for the proposed development on 7 January 2020 (Application number: 6/2019/0217/MAJ). Listed Building Consent was granted on 10 January 2020 (Application no. 6/2019/0218/LB). The development comprises Conversion of Northaw House to form 11 apartments (including refurbishment of existing single caretaker’s flat) and underground parking area, the Ballroom Wing to form 2 dwellings, the Stable Block to form 1 dwelling, refurbishment of existing dwelling at Oak Cottage, 3 dwellings within the Walled Garden, 7 dwellings within the Settlement Area, refurbishment of the Walled Garden, refurbishment of access routes and reinstatement of old route, provision of hard and soft landscaping, car parking and

supporting infrastructure. A Condition was attached to the planning application relating to built heritage, which stated the following:

- 1.3. ***Condition 3: No development shall take place until an Archaeological Written Scheme of Investigation has been submitted to and approved by the local planning authority in writing. The development shall not be carried out other than in accordance with the approved Archaeological Written Scheme of Investigation. The scheme shall include an assessment of archaeological significance and research questions; and:***

***a) The programme and methodology of site investigation and recording;***

***b) the programme for post investigation assessment;***

***c) provision to be made for analysis of the site investigation and recording, including Northaw House;***

***d) provision for how archaeological recording, relating to Northaw House will be carried out to record all interventions into the fabric of building in areas where such works might reveal additional information relating to the development of the building, and for the purpose of recoding any original historic features that may be exposed;***

***e) provision to be made for publication and dissemination of the analysis and records of the site investigation;***

***f) provision to be made for archive deposition of the analysis and records of the site investigation; and***

***g) nomination of a competent person or persons/organisation to undertake the works set out within the Archaeological Written Scheme of Investigation.***

***REASON: To ensure that a historical record is kept of any archaeological finds due to the implementation of the development and to comply with Policy R29 of the Welwyn Hatfield District Plan 2005 and the National Planning Policy Framework 2019.***

- 1.4. The above condition followed consultation with Dr Simon Wood, Historic Environment Advisor for Hertfordshire County Council, who submitted a consultee response on 13 March 2019. This response identified a requirement for a programme of Historic

Building Recording to be carried out prior to the demolition and/or alteration of standing structures on the Site. Specifically, Dr Wood commented that:

***The information submitted with the current planning application confirms our pre application recommendations. Numerous standing structures of heritage value, including Northaw House itself, its stables, the walled garden and several outbuildings will be subject to fundamental change and loss of historic fabric. We therefore continue to advise that all standing structures undergoing alteration be subject to a programme of archaeological historic building recording (to Historic England Level 3) prior to development commencing. In addition, intrusive works to the standing buildings should be monitored where it is possible that historic fabric may be revealed.***

- 1.5. Following further consultation between Sylvia White, Senior Archaeological Consultant at Archaeology Collective and Dr Simon Wood on 20 February 2020, Dr Wood confirmed that as ‘the outbuildings are apparently mainly late 19th century’ he was satisfied with ‘sketched plans for these, unless there are any of particular value’. Dr Wood went onto request that ‘the walled garden should be properly surveyed to level 3 though, with full measured plans – a Total Station survey would be appropriate to record it in plan’. Dr Wood confirmed that photogrammetric or full drawn recording of elevations would not be required, instead requesting high quality photography only.
- 1.6. The scope of works outlined below is considered to address the requirement of the above Condition, in relation to the required programme of Historic Building Recording only and has been formulated following correspondence with Sylvia White, Senior Archaeological Consultant at Archaeology Collective.
- 1.7. This WSI has also been guided in its composition by the *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures* (ClfA 2019); the *Management of Archaeological Projects 2*’ (English Heritage 1991); ‘the *Management of Research Projects in the Historic Environment (MORPHE)* and the *Project Manager’s Guide*’ (Historic England 2015). This specification should be read in conjunction with ‘*Understanding Historic Buildings: A guide to good recording practice*’ (Historic England 2016). The scope of this WSI does not therefore include any provision for below ground archaeological investigation, recording or post investigation assessment.



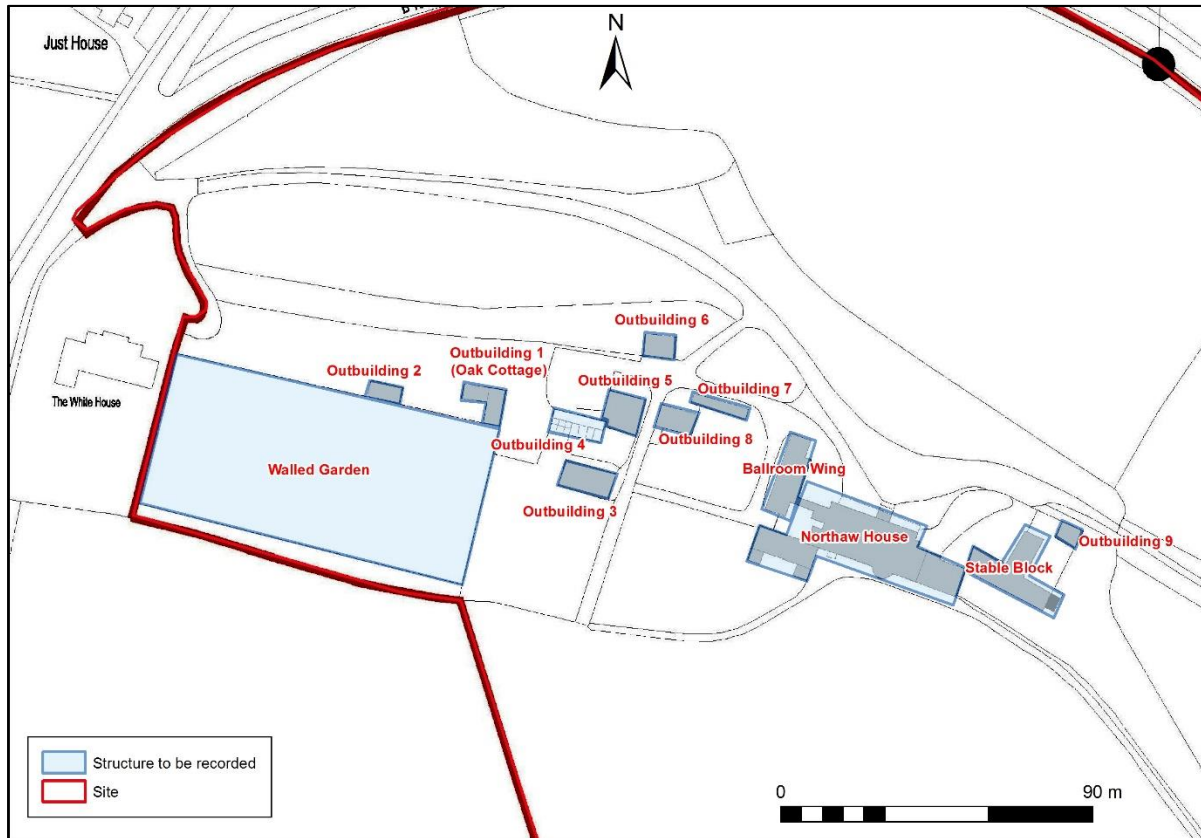
## 2. BACKGROUND

- 2.1. Northaw House is a Grade II Listed Building (NHLE: 1100970), which Historic England describe as late 17th-century house with later alterations. A Heritage Assessment (ref: 2618A), produced by the Heritage Collective and submitted as part of the planning application (6/2019/0217/MAJ) outlines the historical development of the building and presents a detailed assessment of significance. The assessment states that the principal architectural and historic interest of the house derives from it being a 'fine example of a gentleman's residence in the context of a small Hertfordshire estate' (Heritage Collective 2019). Northaw House has been subject to a phased development and consequently the building incorporates a combination of architectural styles including Baroque, Classical and Queen Anne (Heritage Collective 2019). A 2-3 storey service block (currently referred to as a Ballroom Wing), situated to the western extent of the house is also included within the Listing of Northaw House.
- 2.2. Located adjacent to the east of Northaw House is the Grade II Listed Stable Block (NHLE: 1100971), identified in the Listing description as originating in the mid-late 18th-century. The significance of the stable block is principally derived from its architectural and historical interest due to its classical form and appearance, surviving historic fabric and illustrative value as a surviving and relatively unaltered stable block dating from the last quarter of the 18th-century (Heritage Collective 2019).
- 2.3. The Site boundary contains ten further standing structures of historic value that are to be either altered or demolished. Although none of these structures are classed as designated heritage assets, they nevertheless form components of the historic development of the estate. These associated structures include a walled garden, a late 19th-century gardener's cottage (Oak Cottage) and a number of further structures, principally associated with former agricultural activity.

## 3. OBJECTIVES

- 3.1. It is proposed that all standing structures that are to be subject to alteration or demolition will be included within the programme of Historic Building Recording. The structures within the Site that will be subject to recording are identified on Fig. 2 and are as follows. The numbering convention for the outbuildings broadly reflects that presented within the 2019 Heritage Assessment:
  - Northaw House
  - The Ballroom Wing

- The Stable Block
- Outbuildings 1 to 9
- Walled Garden



**Fig. 2 Identified standing structures within Site boundary**

- 3.2. The objective of the recording is to understand the structural and functional history of these built elements and provide a clear record of significance. This will be achieved via the production of a record of these structures in their current state, as a form of mitigation where their demolition or alteration is proposed. The record will comprise drawings, photographs and a written description. The survey will equate to Level 3 standards (see Appendix A) as defined in *Understanding Historic Buildings; A guide to good recording practice* (Historic England 2016).
- 3.3. The survey will be informed by full internal and external access to all structures identified for recording. This includes full access to all internal spaces, including attic spaces where practical. Where dense vegetation obscures visual or physical access to any part of a structure's exterior elevations, recording may not be possible. In any instance where visual or physical access to any part of a structure is not possible



during the survey, this will be omitted from the record and may require recording subsequent to the removal of vegetation.

3.4. It is likely that some parts of the Buildings are more significant than others, and the analytical record will reflect this. Furthermore, the recording exercise will focus on those structures or parts of structures that are to be subject to alteration or demolition. This will ensure that those elements that will be permanently lost or altered as a result of the construction works are recorded. However, there are some key areas that need to be included as part of the record in order to ensure that an appropriate level of detail is maintained. As a minimum the record will include analysis of:

- Layout and organisation;
- Function;
- Materials and method of construction;
- Internal arrangements;
- Original fixtures and fittings;
- Subsequent fixtures and fittings;
- Evidence of use and status; and
- Date/period of initial build and subsequent alterations.

## 4. METHODOLOGY

4.1. The building recording will be undertaken to Levels 3 standards as defined in *Understanding Historic Buildings: A guide to good recording practice* (Historic England 2016). This approach is considered suitable to address the requirements of Condition 3.

### ***Drawn Record***

4.2. The drawn record will include annotated plans and elevations as existing (at an appropriate scale of minimum 1:100), indicating the form and location of any structural features and/or detail of historic significance including any evidence for fixtures of significance, including former fixtures and fittings. It is noted that there are existing pdf building plans and elevations of the buildings proposed for conversion (i.e. Northaw House, The Ballroom Wing, The Stables and outbuilding 1 - Oak Cottage) but not for outbuildings 2 to 9, which are all proposed for demolition, or for the Walled Garden.

The drawn record will include sketch plans only for outbuildings 2 to 9 (see paragraph 1.5) and elevations will be captured photographically. A plan of the Walled Garden will be created using a Total Station survey whilst elevations of the Walled Garden will be recorded photographically.

### ***Photographic Record***

- 4.3. The photographic record will include general views of the structures, shots of their external appearance and the overall appearance of principal spaces and functional areas. More detailed photography will be conducted to encompass any historic apparatus, or evidence for its former existence, along with surviving inscriptions or signage that may contribute to the understanding of the structures. Specific architectural details that relate to date, alteration, or function will also be subject to more detailed photographic recording. The photographic survey will comprise digital images of the structures and specific features of interest, and will be created in compliance with Historic England guidance.
- 4.4. All record photographs will be taken using a Digital Single Lens Reflex (DSLR) Camera with a sensor of a minimum of 20 megapixels. A compact digital camera may be used for more general shots and working shots. Lenses will be chosen to reflect the requirements of the particular feature/features being recorded.
- 4.5. Images will be saved in RAW or TIFF format. At the current time TIFF formatting is regarded as the best format for archiving. Some files may be converted to .jpeg format for use in the report, but original RAW or TIFF versions will be maintained in the project archive. Appropriate levels of Metadata will be maintained and included in the digital archive following the approach set out in the Historic England guidance. Appropriate scales will be located in most archive photographs. However, where appropriate (i.e. where scaling can be seen from items within the view, or shots that may be used in publications) photographs without scales will also be taken.

### ***Written Record and Reporting***

- 4.6. The written account will be analytical in its composition and will include the location of the buildings; any designations; the date and circumstances of the record and name of recorder; an account of the structures' form, function, date, and development sequence; and the names of architects, builders, patrons and owners will be given, where known. Detail of the structures' history, development and use will be taken from the historical studies already published. Additionally, the written record will provide an

analytical summary of the buildings that will include an account of the structures' past and present uses (where evidence exists), an account of fixtures and fittings that are relevant to the buildings' former function and an analysis of evidence for the former existence of demolished structures associated with the buildings. A full bibliography and list of sources will be provided.

- 4.7. The project will produce a high quality, fully integrated archive suitable for long-term deposition in order to 'preserve by record' the buildings in their current form. Details of the project will be added to the ADS internet site. The OASIS reference ID will be clearly indicated on the report and the summary form included.

#### ***Monitoring: Historic Building Works***

- 4.8. Comments provided by Dr Simon Wood, Historic Environment Advisor, requested that in addition to the Historic Building Recording, monitoring works are undertaken at the site. The precise nature and scope of these monitoring works remain to be determined and will be agreed with the Historic Environment Advisor prior to commencement of any demolition or construction works, although it will require a watching brief of any intrusive works to the historic fabric of the buildings.

## **5. REPORTING**

- 5.1. An illustrated report will be compiled presenting the results of the Building Recording. The Hertfordshire HER will be contacted and an Event UID will be requested and included within the Report. It is anticipated the report will include the following sections:

- Non-technical summary
- Methodology
- Planning context
- Results of the Historic Building Recording
- Statement of Significance
- Conclusions
- Reproductions of documentary/cartographic/photographic sources

- 5.2. A draft copy will be sent to the Historic Environment Planning team at Hertfordshire County Council for comments and approval.

- 5.3. Copies of the final report (hard copies and in .PDF format) will be distributed to the client and to the Council's HER and Local History Library. Copies of the report will also be included in the archive and a digital copy uploaded to the Archaeology Data Service OASIS website.
- 5.4. As the limited scope of this work is likely to restrict its publication value, it is anticipated that a short publication note only will be produced, suitable for inclusion within a local heritage journal (if deemed appropriate).

## **6. ARCHIVE DEPOSITION**

- 6.1. Should no further work be required, an ordered, indexed, and internally consistent site archive will be compiled in accordance with the specification presented in MORPHE and the following guidelines:
- The Hertfordshire Archaeological Archiving Standards (Hertfordshire Museums 2017)
  - Standards in the Museum Care of Archaeological Collections (MGC 1992)
  - Selection, Retention and Dispersal of Archaeological Collections; Guidelines for use in England, Wales and Northern Ireland (SMA 1993)
  - Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation (Archaeological Archives Forum 2007)
- 6.2. A copy of the digital archive will also be deposited with the Archaeology Data Service (ADS). Details of the project will be added to the OASIS database, and the OASIS reference ID will be clearly indicated on the report. Copies of the final report will be provided (as required), including two bound 'hardcopies'.

## **7. MONITORING**

- 7.1. Notification of the start of site works will be made to Hertfordshire County Council Environmental Resource Planning Team so that there will be opportunities to visit the Site and check on the quality and progress of the work.

## **8. STAFF AND TIMETABLE**

- 8.1. This project will be under the management of Nathan Blick BA, MA, MCIfA, Principal Heritage Consultant, CA.
- 8.2. The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the recording programme. Building Recording will be undertaken by

Richard Hardy, Historic Buildings Consultant and one additional Heritage Consultant. It is envisaged that the Building Recording will require two days on site.

## **9. HEALTH AND SAFETY**

- 9.1. Cotswold Archaeology conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, Cotswold Archaeology Health, Safety and Welfare Policy (2014) and procedures. A risk assessment will be undertaken prior to commencement of the historic building survey, and the scope of works outlined above will be subject to any Health and Safety constraints.
- 9.2. Furthermore, the scope of works will be dictated by any hazardous substances (including asbestos), present on site. A Dynamic Risk Assessment will be undertaken upon arrival on Site. The client's site contamination assessment will be provided to Cotswold Archaeology at the earliest opportunity prior to any site visit in order to inform all RAMS documentation.

## **10. INSURANCES**

- 10.1. Cotswold Archaeology holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000. No claims have been made or are pending against these policies in the last three years.

## **11. QUALITY ASSURANCE**

- 11.1. Cotswold Archaeology is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, Cotswold Archaeology endorses the Code of Conduct (ClfA 2014) and the Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology (ClfA 2014). All Cotswold Archaeology Project Managers and Project Officers hold either full Member or Associate status within the ClfA.
- 11.2. Cotswold Archaeology operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all Cotswold Archaeology operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

## 12. REFERENCES

English Heritage 1991 *The Management of Archaeological Projects 2*

Chartered Institute for Archaeologists 2019 *Standard and Guidance for the archaeological investigation and recording of standing buildings or structures*

Heritage Collective 2019 *Northaw House, Judge's Hill, Cuffley, Enfield, Heritage Assessment (Parts 1 and 2), ref: 2618A*

Historic England 2015 *The Management of Research Projects in the Historic Environment (MORPHE) and the Project Manager's Guide*

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



## APPENDIX A: LEVEL 3 BUILDING RECORDING REQUIREMENTS (HE 2016)

Level 3 is an **analytical record**, and will comprise an introductory description followed by a systematic account of the building's origins, development and use. The record will include an account of the evidence on which the analysis has been based, allowing the validity of the record to be re-examined in detail. It will also include all drawn and photographic records that may be required to illustrate the building's appearance and structure and to support an historical analysis.

The information contained in the record will for the most part have been obtained through an examination of the building itself. The documentary sources used are likely to be those which are most readily accessible, such as historic Ordnance Survey maps, trade directories and other published sources. The record may contain some discussion of the building's broader stylistic or historical context and importance. It may form part of a wider survey of a number of buildings which will aim at an overall synthesis, such as a thematic or regional publication, when the use of additional source material may be necessary as well as a broader historical and architectural discussion of the buildings as a group. A Level 3 record may also be appropriate when the fabric of a building is under threat, but time or resources are insufficient to allow for detailed documentary research, or where the scope for such research is limited.

The Level 3 record will consist of:

### Drawings – item 2 and one or more of items 3-12

- 2: Measured plans (to scale or fully dimensioned) as existing. These may extend to all floors, or they may be restricted to one or a selection. The latter option may be appropriate, for example, in a town-centre building where an upper floor has been little altered. Buildings with a repetitive structure may also be planned on one floor, but a note or a sketch plan should be made to indicate the arrangement of other floors. Plans should show the form and location of any structural features of historic significance, such as blocked doorways, windows and fireplaces, masonry joints, ceiling beams and other changes in floor and ceiling levels, and any evidence for fixtures of significance.
- 3: Measured drawings recording the form or location of other significant structural detail, such as timber or metal framing.
- 4: Measured cross-sections, long-sections or elevational sections illustrating the vertical relationships within a building (floor and ceiling heights or the form of roof trusses, for example).
- 5: Measured drawings showing the form of any architectural decoration (the moulding profiles of door surrounds, beams, mullions and cornices, for example) or small-scale functional detail not more readily captured by photography. A measured detail drawing is particularly valuable when the feature in question is an aid to dating.
- 6: Measured elevations, where these are necessary to an understanding of the building's design, development or function.
- 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.
- 11: Reconstruction drawings and phased drawings, when these are of value. Since these are by their nature interpretative, the evidence on which any reconstruction or phasing is based must always be given. Successive phases of a building's development may be shown by graded tone (dark to light, with the darker being the earlier), by colour, by sequential diagrams or by annotation. Whenever phased drawings are included in a record, they must be accompanied by the unmarked drawings on which they are based.

- 12: Diagrams interpreting the movement of materials (process flow) or people (circulation), or the segregation of people or activities (eg permeability diagrams), where these are warranted by the complexity of the subject. As with items 10 and 11, the evidence supporting the interpretations must be provided.

### **Photography** – items 1 to 9

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

### **Written account** - items 1-3, 5-9, 11-13, 15, 17, 18 & 23

- 1: The building's precise location, as a National Grid reference and in address form.
- 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 of the record, the name(s) of the recorder(s) and, if an archive has been created, its location.
- 5: A contents list; a list of illustrations or figures.
- 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 made significant contributions – practical, intellectual or financial – to the record or its analysis, or who gave permission for copyright items to be reproduced.
- 9: A discussion of published sources relating to the building and its setting, an account of its history as given in published sources, an analysis of historic map evidence (map regression) and a critical evaluation of previous records of the building, where they exist.
- 11: An account of the building's overall form (structure, materials, layout) and its successive phases of development, together with the evidence supporting this analysis.
- 12: An account of the past and present uses of the building and its parts, with the evidence for these interpretations. An analysis of any circulation pattern or decorative, iconographic or liturgical scheme. An account of any fixtures, fittings, plant or machinery associated with the building, and their purposes. For an industrial building, a sequential account of the ways in which materials or processes were handled.
- 13: Any evidence for the former existence of demolished structures or removed plant associated with the building.
- 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).
- 17: A discussion of the architectural or historical context or significance of the building locally, regionally or nationally, in terms of its origin, purpose, form, construction, design, materials, status or historical associations.
- 18: Copies of historic maps, drawings, views or photographs illustrating the development of the building or its site (the permission of owners or copyright holders may be required).
- 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.

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