

Landscape Survey Methodology

Health and Safety

Please make sure that you have read and understood Guidance Sheet B: Health and Safety.

It is advisable to carry out the survey in pairs. In addition to working safely, it allows you to discuss the features and share the tasks.

Considerations

- Necessary landowner/farmer permissions will be sought prior to the survey. Please ensure that the landowner/farmer is consulted prior to heading onto their land, and that they know which fields you are planning to survey.
- Always follow the Countryside Code.
- Please do not take dogs with you on the survey.
- Lambing: Spring.
 - Consult with the land manager/farmer for fields to avoid.
- Ground-nesting birds and waders: March through to the end of July.
 - Check ahead to find out if there are likely to be ground-nesting birds.
 - Avoid surveying areas of moorland and in-bye land.
 - If you see/hear any ground-nesting birds whilst surveying, leave the field immediately and return to complete the survey outside of the season.
- Game shooting: 12th August – 1st February.
 - Liaise with the land manager/farmer and gamekeeper with regards to days when there are no shoots taking place.

Protecting the archaeological and historic resource

The best way to protect archaeological features is to leave them as you have found them. Some areas and features of special significance and value are protected by law. These include areas protected for their wildlife and/or geological importance, named Sites of Special Scientific Interest (SSSI), and nationally important monuments and buildings which are either Scheduled Monuments or are placed on the Statutory List of Buildings of Special Architectural or Historic Interest (often termed 'Listed Buildings').

<i>Do Not</i>	<i>Reason</i>
Remove or clear back vegetation from the feature	Whilst it is tempting to define the feature, the vegetation often acts as a protective layer. Removal of this layer may damage underlying archaeological deposits and exposes the feature to weathering which will damage the feature.
Dig on or around the feature	This exposes otherwise protected archaeological deposits. By exposing these deposits, the underlying burial conditions change and preservation of buried deposits and materials may be at risk.
Disturb stone features	Removing or adding stone to a feature damages it by changing its form. It is also detrimental to try to clean stone features (even with water), to highlight features on the stone, or to make rubbings of features, as these all can cause damage to the surface of the stone.

Pre-survey

Research

It is preferable that you look at a range of mapping ahead of fieldwork (see Guidance Sheet C: Desk-based Research). This may help you understand the nature of any features, particularly modern features such as pipelines. Further research work may be carried out at a later date to inform the survey results.

Survey materials

- Base map (Figure D.1) – Print out a copy of the field to be surveyed, ideally Ordnance Survey, showing boundaries, streams, tracks/footpaths, buildings, etc. Print this at A4, with the field approximately half the size and centred to allow for annotation. Label this with the record code.

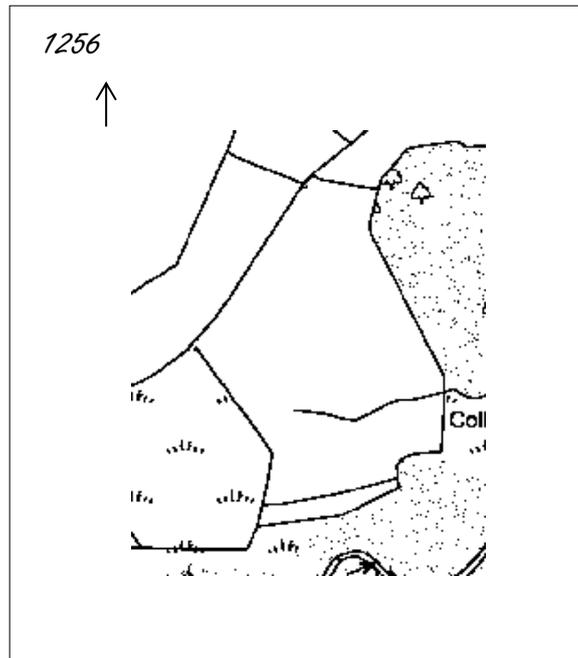


Figure D.1: Example of a base map showing the field to be surveyed, with record code, north arrow and space for annotation (Crown copyright and database rights 2014. Ordnance survey 100019628).

- Survey forms – Ensure you have a supply of survey forms, and fill in what you can ahead of fieldwork (Figure D.2; for further information, see Guidance Sheet E: Survey Form Explained).

Equipment

Weatherproof clipboard or clipboard and clear, heavy duty bag

Pencil

Handheld GPS unit (one with an external aerial for preference)

Digital camera

Photographic scale (a 2m split ranging pole is ideal)

Spare batteries (for GPS unit and camera)

GPS Unit (see also Guidance Sheet G)

- To ensure internal accuracy of the GPS unit during the survey, make sure that it is WAAS/EGNOS enabled.
- Set the co-ordinates to British Grid.
- If possible, set the compass screen to include GPS accuracy, grid reference and battery life.

- Reset the GPS unit prior to each survey. This resets the waypoints to 001 and also the tracks.
- Use fresh batteries (high capacity rechargeable batteries work well). This will help with accuracy.
- Turn on the GPS unit prior to commencing the survey to allow it to connect to satellites.
- When taking readings, hold the unit vertically and still. Mark the waypoint on the GPS unit and also write it on the form.
- Always note the error margin next to the reading (e.g. +/-3m)

Our Farm Heritage Field Survey Recording Form		
		Sheet of
Farm:		Record Code (modern field no):
Field Name:	Other Identifier(s):	
Grid Ref. from GPS:	Location of Grid Ref.:	OS Grid Ref.:
Date:	Surveyor(s):	
Topography:		Conditions:
Important or Unusual Flora / Fungi / Fauna:		

Figure D.2: Top section of the recording form

Survey methodology

- Check that the shape of the field corresponds to the map. Annotate the map with any changes (e.g. field boundary walls removed or added).
- Take a GPS reading at a fixed point that appears on the OS map (usually the corner of a field) and note the reading and location.
- Complete the top section of the form (Figure D.2). Add any unusual or interesting flora, fungi and flora as you spot them.
- Walk around the field boundary noting any features in the wall or close by. Occasionally look over the wall for continuity of features and walling.
- Features are recorded on the form (see Figure D.3 and Guidance Sheet E). Use one section for each feature. Ensure further sheets are marked with the Record Code and that the number of sheets is entered, e.g. 3 of 5. It is possible that you may need to annotate your map. In this case, still fill in the feature section and note to refer to map. Ensure that the annotation on the map is labelled with the feature number.
- After surveying the perimeter. Walk the field in a logical manner, recording features as you encounter them. Try to not deviate from your path to record other features as this may lead to features on your path being missed.
- To record features, make sure that you provide a description. An interpretation of a feature is not a description, but may be included after a good description. You may find it helpful to include a sketch indicating the GPS points. Always take at least one photograph of the feature with an appropriate scale and note the direction of north on the form.

Feature No:	HER Ref: (if applicable)	Type: (HER keyword)		
Location: Wall / Field / Building	Condition: Good / Moderate / Poor	Vulnerability: Low / Medium / High		
Photograph: (filename / note north)		Further Survey? Y/N		
Rough Date: Prehistoric / Roman / Medieval / Post-medieval / Modern / Unknown				
Description:				
Grid Refs. from GPS: (note accuracy of each measurement in brackets)				
A	B	C	D	E

Figure D.3: Feature recording section

The photographic record

Photography is an important element of the record of the surveyed feature. For the most part these will be record shots rather than publication quality photographs. However, it is still important to ensure that scales are used, and ranging poles are an appropriate photographic scale. The scales are used not only to provide scale, but also to highlight elements. Wherever possible both horizontal and vertical scales should be used, and it is important to place a horizontal scale close to the bottom of the view-finder (screen) where it will suffer minimal lens distortion. A note should be made of the orientation of the photograph. This can be noted on the record sheet, or a north arrow may be placed in the foreground of the photograph.

Post-survey

Transfer your handwritten survey records to a spreadsheet (using the template provided). If possible, try to do this on your return from fieldwork whilst the survey is still fresh in your mind. Please retain the paper copy with the project archive. For further information, see Guidance Sheet H.