

**Gillfield Wood
Totley
Level 1 Survey Report**

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Chapter 1

General Terms of Reference

1. Introduction

- 1.1. The area of survey is the woodland known as Gillfield Wood. The extent of the survey was from the dry stone wall entrance at the West end of the wood to the east side of Broad Carr running to Mickley lane at the East end of the wood. The woods current (as opposed to the historical) boundary to the North and South formed the other parameters of the Level 1 survey.
- 1.2. Further survey parameters are planned at a later date to capture Level 1 survey data for:
 - 1.2.1. The ghost wood between the current northern boundary of Gillfield Wood and Totley Hall on Totley Hall Lane.
 - 1.2.2. Main field hedgerows and significant boundary trees.
 - 1.2.3. Little Wood.
 - 1.2.4. Boundary of the current woodland.
- 1.3. In addition to the above the Friends of Gillfield Wood are also planning a Level 'Zero' survey based on trees and flora frequencies and abundance along all the main footpaths of Gillfield Wood. This survey is aimed at capturing the characteristics of the trees, canopy, ground cover, species, workings etc. as they change along the length of the Wood.
- 1.4. On completion of the current project FoGW may decide to apply for new funding to undertake a targeted archaeological survey of Gillfield Wood. The project would involve local groups, schools, archaeology students etc. A strong WSI to ensure adequate funding would be required to involve a 'professional' archaeologist as a trainer, mentor and project manager.

2. Aims and Methodology

- 2.1. The Level 1 Survey aims were to:
 - 2.1.1. Physically walk and observe the entire area of Gillfield Wood within the boundaries specified in 1.1 above (approximately 16 hectares).
 - 2.1.2. To record the presence of living and dead archaeological features within the Gillfield Wood boundary. **Each record would be a location, brief description and photographic record. No detail and/or analysis of any feature was within the scope of this survey.**
 - 2.1.3. Key features recorded were Pits (P), Trees (T) and Stumps (Ts), Stone Features (S), Ditches & Banks (D), Flat Areas (FA), Linear Features (LF) and Other (O).
 - 2.1.4. To make a photographic record of each feature recorded in 2.1.2 above
 - 2.1.5. To design and populate a database of the information collected in 2.1.2 and 2.1.3 above.
 - 2.1.6. To seek expert advice/interpretation of the information recorded in 2.1.2. and 2.1.3 above.
 - 2.1.7. To establish if further survey work and/or investigation of the Gillfield Wood area was justified.
- 2.2. The Level 1 Survey methodology was as follows:
 - 2.2.1. The woodland was split into eight sections A – H
 - 2.2.2. Using QGIS mapping software each Sector was divided in 10m wide transects running from North to South.
 - 2.2.3. Laminated transect maps and permanent markers were provided to the field surveyors teams.

- 2.2.4. Depending on volunteer numbers the Survey leader divided the teams into groups of 3 or 4. Each group comprised of a record taker, a photographer, a tape and pole operative and a GPS operator.
- 2.2.5. Each volunteer was allocated a transect to 'work' and each set of transects had baseline start and end point. This baseline was recorded as a 'feature' to enable coverage checking on a geo-referenced map.
- 2.2.6. Pre-printed and numbered Record sheets (Appendix 1) were provided to record any feature thought worthy of investigation. Variable data was 'tick box' captured by each recorder e.g. date, N/S of brook, team members, camera reference, SD card reference, Sector being surveyed and sheet number.
- 2.2.7. FoGW SD cards were provided for the group photographer and only 1 photograph / feature was captured at =>10Mp. The photograph frame number was recorded against each feature along with the compass direction the photograph was taken.
- 2.2.8. Each transect team walked under the direction of the baseline leader from N-S keeping a 10m spacing. At each feature considered worthy of recording each team member marked their current position and gathered at the feature where a brief description, Easting reference, Northing reference, feature classification (e.g. T=Tree, Ts=Stump, P=Pit etc.) priority (H,M,L), distance to baseline and photograph frame reference was recorded. After each recording the team members returned to their last positions and the transect team continued N-S.
- 2.2.9. At the end of each transect the baseline-end was recorded as a feature to enable coverage checking on a geo-referenced map.
- 2.2.10. After the completion of each transect the baseline leader would move the team members over to the East or West to cover the next set of transect lines and the process in 2.2.8 was repeated running from S-N.
- 2.2.11. At the end of the Sector survey the Record sheets, SD cards and equipment were returned to the Survey Leader.

3. Recording of Survey Data.

3.1. Recording of Survey data.

- 3.1.1. At the end of each survey the Survey Leader collected the field record sheets.
- 3.1.2. The field Record sheets were scanned into a pre-numbered folder in the FoGW Dropbox.
- 3.1.3. The photographs were downloaded to a PC and saved to a pre-numbered database folder in the FoGW Dropbox. A low resolution copy was made through Google Picasa and the LoRes copies were stored with the Field Record sheets in a pre-numbered database folder in FoGW Dropbox.
- 3.1.4. The database co-ordinator extracted the feature records and photographs from the Dropbox database folder and entered the data into the master Excel spreadsheet. The excel spreadsheet is an intermediate storage facility. When the Access database design and testing is completed the records will be transferred to the Access database.
- 3.1.5. The Easting and Northing data was used to map feature locations using open source software QGIS and a FoGW licensed copy of Map Maker.
- 3.1.6. **Note:-** Trees and stumps <1m diameter were not recorded.

4. Communication of Survey Data

- 4.1.1. At the outset of the project the group recognised that we would be collecting and sharing large amounts of data. The FoGW Records Stream proposed and presented a number of options to the HLF Sub-Committee for consideration along with the Pro's and Con's of each e.g. cost, skills training required, security etc. (Appendix 3)
- 4.1.2. Following evaluation the Sub-Committee supported the Record Streams recommendation of Dropbox for storing and sharing information with a 1Tb External Hard Drive as backup.
- 4.1.3. The Record Stream produced a Dropbox system that gave access on a 'need to access' basis and provided group and one-on-one training. See Appendix 3
- 4.1.4. In addition to the access of information via Dropbox for Sub-Committee members the data was communicated via a Post Survey Reports (Appendix 2) at the end of each survey day to all volunteers and for general public access via the FoGW website www.friendsofgillfieldwood.com Woodland Survey>Areas Surveyed.
- 4.1.5. It was decided by the sub-committee that although beyond the scope of the HLF –AoS project the results of the Level 1 survey would form part of the 'All Our stories' submission to the Heritage Lottery Fund.

5. Project Timescales Remaining Areas to be Surveyed

5.1. Timescales for the Survey

- 5.1.1. There were no hard and fast timescales to complete the Level 1 Survey as it was not a requirement of the HLF award.

5.2. Un-surveyed Areas

- 5.2.1. At the time of writing the Survey has progressed and only 4 small areas of interest remain to be surveyed at this level, these are:
- 5.2.2. The Brook from the dry stone wall at the West end of the Wood to Dyson's Brickworks as it runs through Broad Carr.
- 5.2.3. A short length of woodland that runs from the open area towards the end of the wood to the bottom of Mickley Lane (part of Sector 'H').
- 5.2.4. A narrow strip of wood running N-S from the Brook up the South Side of the Wood (Sector 'G').
- 5.2.5. A narrow strip of woodland running W-E on the South bank of the Brook (Sectors 'B' & 'C')

Chapter 2

1. Feature Register

2. Photographic Register

FEATURE REGISTER

Key **D** = Ditches & Gullies **FA** = Flat Areas **O** = Other **P** = Pits **S** = Stone features **T** = Trees **Ts** = Tree stumps

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|--|----------|----------|--------------|------------|
| F0014 | ditch layed hawthorn runs due north | D | H | hawthorn | Y |
| F1046 | holloway/track/dry gully to brook | D | L | | |
| F1207 | Earth bank | D | M | | |
| F0162 | Raised bank running N-S | D | M | | |
| F0168 | ditch continuing under path | D | M | | |
| F0241 | Linear feature stone wall E-W | D | M | | |
| F0247 | drain running NE-SW | D | L | | |
| F0340 | Linear feature several 'drainage' channels + flat area | D | L | | |
| F0345 | Linear feature 'drainage' N-S | D | L | | |
| F0383 | ceramic field drain | D | L | | |
| F1113 | ditch, steep sided | D | L | | |
| F1150 | Ditch with stone abutment | D | M | | |
| F1151 | Ditch (linked to F1150) | D | M | | |
| F1171 | deep drainage ditch | D | L | | |
| F1172 | pathway (curved) | D | M | | |
| F1193 | sunken way running w-e | D | M | | |
| F1210 | Bank beside stream | D | L | | |
| F0039 | Ditch, runs to brook | D | M | | |
| F0040 | Point where F0039 enters brook | D | M | | |
| F0059 | gully with stone drain on boundary | D | H | | |
| F0061 | Linear ditch NNW | D | H | | |
| F0073 | linear ditch N-S | D | M | | |
| F0142 | Deep gully & bank - linear - east end | D | H | | |
| F0143 | Deep gully & bank - linear - west end | D | H | | |
| F1021 | linear - bank & ditch running NW-SE | D | M | | |
| F1045 | shallow ditch/pathway | D | L | | |
| F1062 | seasonal gully running S to N | D | L | | |
| F1076 | sunken trackway | D | L | | |
| F1079 | gully | D | L | | |
| F1085 | junction 2 drainage ditches | D | L | | |
| F1099 | gully | D | L | | |
| F1103 | ditch below steep bank | D | L | | |
| F1081 | gully | D | | | |
| F1083 | gully | D | | | |
| F0385 | large flat area in river oxbow | FA | H | | |
| F0055 | flat area 5m down from bank F0050 | FA | M | | |
| F0080 | excavation/quarry/meander + 2 subsidiary pits | FA | H | | |
| F0106 | flat raised area with mound by stream | FA | H | | |
| F0139 | large semi-circular flat area | FA | H | | |
| F0140 | small semi-circular flat area | FA | H | | |
| F0141 | flat area both sides of path, small ridge W-E | FA | H | | |
| F0148 | medium flat area | FA | H | | |
| F0158 | semicircular flat area | FA | H | | |
| F0170 | small flat area | FA | M | | |
| F0173 | Long flat area with stonework | FA | H | | |
| F0183 | flat area 15m diam | FA | M | | |
| F0205 | semicircular flat area | FA | H | | |
| F0212 | semicircular flat area | FA | M | | |
| F0225 | flat area with leaf litter & burnt material | FA | M | | |
| F0262 | flat area, ox-bow, 30m x 15m | FA | M | | |
| F0263 | flat area with working | FA | M | | |
| F0289 | flat area 40m x 20m | FA | L | | |
| F0310 | depression/flat area | FA | L | | |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|--|----------|----------|--------------|------------|
| F0315 | flat area in bank | FA | L | | |
| F0330 | platform/flat area 3m diam | FA | M | | |
| F0336 | flat area by stream 3m wide | FA | M | | |
| F1183 | flat area | FA | M | | |
| F1185 | flat raised area by ditch | FA | M | | |
| F1190 | flat area s. of rivulet with coppiced hazel | FA | M | | |
| F1198 | large flat area with indentations | FA | H | | |
| F1217 | Flat area terracing (?) bluebells - no bluebells | FA | M | | |
| F1228 | flat area surrounded by large stones 2mx4m | FA | M | | |
| F1231 | general flat area | FA | L | | |
| F0050 | bank/gully linear feature runs 12m to brook | LF | M | | |
| F0126 | Linear feature n to S | LF | L | | |
| F1061 | hedge on raised bank (degraded) | LF | M | | |
| F1158 | Linear holloway | LF | H | | |
| F1179 | Boundary wall | LF | L | | |
| F1187 | wall over stream | LF | M | | |
| F1188 | hollow alongside ditch | LF | L | | |
| F1018 | length of cast iron pipe (not embedded) | O | L | oak | Y |
| F1068 | stone surfacing to path | O | L | oak | N |
| F1111 | Dumped stone/asphalt | O | L | sycamore | |
| F0020 | Metal work in edge of pit F0019 | O | H | | |
| F0021 | Metal coal scuttle | O | M | | |
| F0022 | Possible post holes x3 | O | M | | |
| F0063 | swimming pool | O | H | | |
| F0085 | metal machinery part (? 'autoped) in stream | O | L | | |
| F0102 | 2 mounds near path 8m apart | O | M | | |
| F0112 | slag/clinker 0.6 x 0.25 m | O | H | | |
| F0124 | clinker/burnt brick in rivulet | O | H | | |
| F0137 | 5 bar metal gate | O | H | | |
| F0152 | cut timber posts with iron pegs OLD BRIDGE | O | M | | |
| F0197 | mound | O | L | | |
| F0198 | mound | O | L | | |
| F0230 | Mound | O | M | | |
| F0231 | Mound | O | M | | |
| F0233 | Mound | O | M | | |
| F0249 | wooden post with barbed wire across stream | O | L | | |
| F0349 | Badger set | O | L | | |
| F0387 | ? Manmade pool | O | H | | |
| F0390 | Stubs of metal pipes in bank 1xMS 1xCI see F0389/91 | O | H | | |
| F0391 | CI metal pipe approx 2m long assumed from F0389/90 | O | H | | |
| F1027 | Badger set | O | L | | |
| F1063 | wine bottle ?Georgian | O | M | | |
| F1064 | Eardley Chemist bottle | O | M | | |
| F1072 | confluence of boundary hedge & ditch/wallow | O | M | | |
| F1082 | gully with concrete path | O | L | | |
| F1101 | wheels & axle (tyre - Dunlop low pressure) | O | M | | |
| F1104 | mole hill | O | L | | |
| F1142 | Gap in wall, possibly leading to ford | O | M | | |
| F0024 | Pit squared edge NE corner rectangular | P | H | | |
| F0078 | pit 2.5 x 1.5 m (by former course of brook?) | P | H | | |
| F0086 | pit small, undefined | P | H | | |
| F0146 | slope/pit | P | H | | |
| F0297 | gamekeepers lodge | P | H | | |
| F1117 | semi-circular excavation, stone lined?, 1m across, 5m deep | P | H | | |
| F0002 | Large pit/several pits/quarry plus | P | H | | |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|--------------------------------------|----------|----------|--------------|------------|
| F0007 | pit(s) - runs into stream | P | H | | |
| F0015 | pit rectangular - saw pit? | P | H | | |
| F0019 | Pit with buried metalwork | P | H | | |
| F0038 | Pit bank down to brook | P | H | | |
| F0051 | Q pit 3m diam | P | H | | |
| F0053 | Q pit 3m diam opening to brook | P | H | | |
| F0062 | Q pit 3.5 m next to N side brook | P | H | | |
| F0094 | Rectangular pit (sawpit?) 3x2m | P | H | | |
| F0116 | pit | P | H | | |
| F0145 | Pit 10m across | P | H | | |
| F0169 | Pit small, shallow | P | H | | |
| F0171 | Q Pit c. 4m across 1.5m deep | P | H | | |
| F0172 | Pit - stonework to front | P | H | | |
| F0174 | Pit | P | H | | |
| F0184 | q Pit c. 4m across 1.2m deep | P | H | | |
| F0188 | Pit 2m across | P | H | | |
| F0191 | Pit, 3m across, 1m deep | P | H | | |
| F0194 | pit 3m x 1m, rectangular? | P | H | | |
| F0204 | small pit | P | H | | |
| F0214 | small depression | P | H | | |
| F0216 | small pit? | P | H | | |
| F0226 | large deep pit 4m across 1m deep | P | H | | |
| F0229 | pit with bank/mound | P | H | | |
| F0236 | Pit 2m diam | P | H | | |
| F0250 | pit, small, 2m | P | H | | |
| F0251 | pit, small 1.5m | P | H | | |
| F0255 | worked flat area/pit 2m | P | H | | |
| F0282 | pit 1m | P | H | | |
| F0291 | small pit 2m | P | H | | |
| F0302 | pit oblong 2m x 0.75m | P | H | | |
| F0313 | Q pit 3mx4m | P | H | | |
| F0331 | Q-pit 2.5m diam | P | H | | |
| F0332 | Q pit 3m diam | P | H | | |
| F0346 | Q-Pit | P | H | | |
| F0380 | 2 pits? (needs revisiting in winter) | P | H | | |
| F1004 | Pit (small q-pit?) | P | H | | Y |
| F1008 | Q-pit | P | H | | Y |
| F1011 | Q-pit | P | H | | N |
| F1028 | Q pit | P | H | | N |
| F1039 | Rectangular pit (sawpit?) | P | H | | N |
| F1049 | Q-pit | P | H | | N |
| F1086 | Pit (q-pit?) | P | H | | |
| F1121 | Large pit 9m x 4m | P | H | | |
| F1124 | Pit | P | H | | |
| F1131 | Pit | P | H | | |
| F1132 | Pit | P | H | | |
| F1133 | Pit | P | H | | |
| F1134 | Pit | P | H | | |
| F1152 | Q pit with stump 3m x 4m | P | H | | |
| F1153 | Pit | P | H | | |
| F1154 | Pit/small depression (see F1153) | P | H | | |
| F1155 | Pit | P | H | | |
| F1157 | Pit with stone (stone-lined?) | P | H | | |
| F1162 | Pit poss. stone quarry | P | H | | |
| F1169 | Pit | P | H | | |
| F1170 | Slight depression | P | H | | |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|--|----------|----------|--------------|------------|
| F1204 | Q-Pit | P | H | | |
| F1205 | Q-Pit | P | H | | |
| F1225 | Q-Pit 1.5m deep | P | H | | |
| F1237 | Q-Pit | P | H | | |
| F1239 | Q-Pit with double q-bar (cow skeleton) | P | H | | |
| F0075 | pit rectangular? Post hole SE | P | H | | |
| F1097 | 3 stone posts with notches | S | H | | |
| F1145 | Curved stone wall enclosing area 4.5 m diam | S | H | | |
| F0120 | stone post | S | H | | |
| F0362 | stone wall approx 10m 0.5m high | S | H | | |
| F0003 | stone in mid pit F0002 | S | H | | |
| F0006 | wall in stream bank | S | H | | |
| F0032 | Box drain in ditch - stone | S | H | | |
| F0077 | stone | S | H | | |
| F0081 | stone | S | H | | |
| F0082 | stone | S | H | | |
| F0117 | 2 stone gate posts | S | H | | |
| F0122 | stones marking old bridge/crossing (linear to Brook) | S | H | | |
| F0133 | stone post in Brook | S | H | | |
| F0134 | stone post, Derbys side | S | H | | |
| F0135 | pair stone posts, either side of path | S | H | | |
| F0144 | Large stone on boundary | S | H | | |
| F0153 | stone post flat in stream | S | H | | |
| F0156 | 2 stone gate posts | S | H | | |
| F0161 | 2 x stone posts + 1 squeeze post + piece | S | H | | |
| F0176 | wall from Brook to flat area | S | H | | |
| F0206 | 2 stone posts with notches | S | H | | |
| F0213 | Big stone, worked?, In brook | S | H | | |
| F0232 | Bridge stonework | S | H | | |
| F0234 | stone posts | S | H | | |
| F0240 | squeeze stile | S | H | | |
| F0244 | stone post, broken, laid down | S | H | | |
| F0321 | stone working & excavation next to brook | S | H | | |
| F1080 | stone gully | S | H | | |
| F1096 | stone in river overhung by yew & oak | S | H | | |
| F1116 | stone feature (end of a wall?) | S | H | | |
| F1141 | Stone wall | S | H | | |
| F1144 | Stone embankment (natural or man-made?) | S | H | | |
| F1159 | Curved stone wall 8m long (related to F1160) | S | H | | |
| F1160 | stone wall (related to F1159) | S | H | | |
| F1177 | Stone post lying in Brook | S | H | | |
| F1191 | 2 stone gateposts | S | H | | |
| F1192 | stone stile | S | H | | |
| F0248 | stone in stream, possibly post | S | H | | |
| F0252 | wall supporting stream bank | S | H | | |
| F0281 | stone posts (2) in river | S | H | | |
| F0334 | stone post by stream | S | H | | |
| F0335 | stone post in stream | S | H | | |
| F0379 | broken stone post with notches | S | H | | |
| F0389 | stonework under pipes F0390/91 and across brook | S | H | | |
| F1215 | Stone wall | S | H | | |
| F1223 | stone circle | S | H | | |
| F1242 | stone post on bank | S | H | | |
| F0071 | coppice stool 6 poles alder | T | M | alder | Y |
| F0076 | coppice stool 4 poles alder | T | M | alder | Y |
| F0130 | stored coppice, alder 7 big poles 2m | T | M | alder | |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|---|----------|----------|--------------|------------|
| F0132 | coppice stool, 3 poles, alder 1.5m | T | M | alder | |
| F0179 | Alder stored coppice 3 poles 1.8m | T | L | alder | |
| F0187 | stored coppice alder 1.7 m | T | L | alder | |
| F0192 | coppice stool alder 3 poles 1m | T | L | alder | |
| F0193 | coppice stool alder 7 poles 2m | T | M | alder | |
| F0207 | alder stored coppice 9 poles 1.5m | T | M | alder | |
| F0208 | alder stored coppice 4 big poles 1.1m | T | M | alder | |
| F0209 | alder stored coppice 6 poles 1.3m | T | M | alder | |
| F0253 | stored alder coppice, 2 poles, 2m | T | H | alder | |
| F0344 | Coppiced Alder 1.7m wide 9 poles | T | L | Alder | |
| F0354 | worked alder | T | M | alder | |
| F0358 | coppiced alder stump 4 poles | T | M | alder | |
| F0366 | coppiced alder 9 poles | T | L | alder | |
| F0367 | ? 1 large stored coppiced alder 7 large + brash | T | M | alder | |
| F0368 | coppiced alder 4 poles | T | L | alder | |
| F0369 | coppiced alder 4 poles | T | L | alder | |
| F0370 | coppiced alder 1 main pole + brash | T | L | alder | |
| F0371 | coppiced alder 1 main pole + 3 small | T | L | alder | |
| F0372 | alder with burrs | T | L | alder | |
| F0377 | stored coppice alder | T | L | alder | |
| F0378 | stored coppice alder 5 poles | T | L | alder | |
| F0381 | 5 stored pairs alder | T | M | alder | |
| F0382 | 7 stored pairs alder + 1 ash | T | M | alder | |
| F0384 | stored coppice alder 2 poles | T | L | alder | |
| F0388 | alder 5 poles stored coppice | T | L | alder | |
| F0392 | alder 2m diam 2 poles | T | L | alder | |
| F1087 | alder stored coppice 3 poles | T | M | alder | |
| F1088 | alder stored coppice 3 poles 1.5m | T | M | alder | |
| F1089 | alder stored coppice 2 poles 1.5m | T | M | alder | |
| F1090 | alder stored coppice 1 pole 1.5 m | T | M | alder | |
| F1092 | holly bush worked 6 poles | T | M | alder | |
| F1093 | alder 2 poles | T | M | alder | |
| F1098 | fallen tree ?alder | T | L | alder | |
| F1115 | coppiced alder 6 poles 1.5m | T | M | alder | |
| F1163 | alder standard | T | L | alder | |
| F1164 | alder standard | T | L | alder | |
| F1186 | alder coppice stool 2 poles 1.2m | T | M | alder | |
| F1195 | coppiced alder | T | L | alder | |
| F1196 | coppiced alder | T | M | alder | |
| F1199 | coppiced alder 7 poles | T | M | alder | |
| F1222 | Alder standard 1m dia | T | M | alder | |
| F1232 | Alder stored coppice 1m dia 2 pole | T | M | alder | |
| F1233 | Alder stored coppice 4 pole | T | M | alder | |
| F0066 | stored coppice 3 poles 1.5 m alder? | T | M | alder? | Y |
| F0067 | stored coppice 3 poles 1.5 m alder? | T | M | alder? | Y |
| F0087 | stored coppice stool alder/beech | T | L | alder? | Y |
| F0091 | coppice stool 6 poles ash 1m | T | L | ash | Y |
| F0359 | ash worked coppice? | T | M | ash | |
| F0373 | stored coppiced ash | T | M | ash | |
| F1040 | Beech standard 3.3m girth | T | L | ash | N |
| F1176 | Veteran ash | T | M | ash | |
| F1235 | ash stored coppice 4 poles 1.5m dia | T | M | ash | |
| F1240 | ash 1.1m dia | T | M | ash | |
| F1241 | Ash standard 1.3m dia | T | M | ash | |
| F0013 | large beech tree | T | H | beech | N |
| F0052 | beech standard 1m | T | L | beech | N |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|---|----------|----------|--------------|------------|
| F0088 | beech standard 1.2 m | T | L | beech | N |
| F0157 | Beech 1m | T | L | beech | |
| F0185 | veteran standard beech 1.2m | T | M | beech | |
| F0245 | Beech with ivy | T | L | beech | |
| F0261 | standard beech 1.7m | T | L | beech | |
| F0267 | beech standard 1.4m | T | L | beech | |
| F0279 | beech standard on boundary 1.1.m | T | L | beech | |
| F1009 | Coppice stump sycamore | T | L | beech | Y |
| F1010 | coppice stump beech (by stream) | T | L | beech | |
| F1029 | Beech standard 3.2m girth | T | L | beech | N |
| F1030 | Beech standard 2.8m girth with bird box | T | L | beech | Y |
| F1041 | Standard ash with owl box, woodpecker hole 3m | T | L | beech | N |
| F1126 | coppiced oak stump 1 pole | T | L | beech | |
| F0121 | Tree fallen across brook - beech? | T | L | beech? | N |
| F0017 | tree worked 1m field maple? | T | H | field maple | Y |
| F0025 | Tree worked 'field maple' 1m 5 legs | T | H | field maple | Y |
| F1069 | oak standard open grown form | T | L | field maple | N |
| F1070 | ancient field maple | T | H | field maple | Y |
| F0033 | Layed hawthorn on boundary ditch | T | M | hawthorne | Y |
| F0355 | layed hedge hawthorn | T | M | hawthorne | |
| F0356 | layed hedge hawthorn | T | M | hawthorne | |
| F0093 | layered hawthorne next to entrance 1 | T | L | hawthorne | Y |
| F0097 | layed hawthorne | T | H | hawthorne | Y |
| F0131 | Layed hawthorne hedge | T | H | hawthorne | |
| F0138 | layed hawthorne hedge | T | M | hawthorne | |
| F0155 | layed hawthorne hedge | T | M | hawthorne | |
| F0166 | coppice stool hawthorne 3 poles 1.3m | T | M | hawthorne | |
| F1146 | Clearing of rotted oak stumps | T | L | hawthorne | |
| F1147 | laid hawthornes on boundary | T | L | hawthorne | |
| F0181 | stored coppice hazel 1.5m 2 poles | T | L | hazel | |
| F0182 | stored coppice hazel 2m 5 poles | T | M | hazel | |
| F0301 | hazel coppice stool 4 poles | T | L | hazel | |
| F0339 | coppiced hazel +2m dia +2small poles | T | L | hazel | |
| F1013 | lapsed coppice hazel 1.5m S of brook | T | M | hazel | Y |
| F1014 | lapsed coppice hazel N of brook | T | L | hazel | Y |
| F1074 | hedgerow coppice hazel | T | M | hazel | Y |
| F1137 | coppice (hazel or elm?) | T | L | hazel | |
| F1238 | hazel copice 2m dia | T | M | hazel | |
| F0100 | Hazel? Coppice stool with 10+ small poles | T | L | hazel? | Y |
| F1047 | coppiced holly beside holloway | T | L | holly | |
| F0072 | holly coppiced stool 2m 8 poles | T | M | holly | Y |
| F0074 | holly coppice stool | T | M | holly | Y |
| F0114 | coppice stool holly | T | L | holly | Y |
| F0163 | Holly coppice stool 5 poles | T | M | holly | |
| F0190 | holly coppiced stool 1.1 m | T | L | holly | |
| F0237 | Holly coppiced stool 4 big poles | T | M | holly | |
| F0254 | holly coppice 1.5m ,many poles | T | M | holly | |
| F0312 | holly coppice stool 5 poles | T | L | holly | |
| F1025 | 3 standards along bank + 2 holly bushes | T | M | holly | N |
| F1032 | Veteran sycamore 1.8m girth | T | M | holly | Y |
| F1055 | oak standard on boundary | T | L | holly | N |
| F1056 | v large holly | T | L | holly | N |
| F1057 | v large holly | T | L | holly | |
| F1091 | alder stored coppice 3 poles 1.5m | T | M | holly | |
| F1127 | Large beech on boundary (dendro-core?) | T | M | holly | |
| F1136 | Holly multiple poles | T | H | holly | |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|---|----------|----------|--------------|------------|
| F1175 | Holly coppice 10m diam. | T | M | holly | |
| F1182 | large holly, coppiced? | T | L | holly | |
| F1189 | coppiced holly multiple poles | T | M | holly | |
| F1208 | Holly tree with 6 poles 0.3m dia | T | L | holly | |
| F1214 | Holly tree 8 poles 0.3m dia oak stump | T | M | holly | |
| F1221 | extensive holly tree(s) | T | M | holly | |
| F1236 | holly complex | T | M | holly | |
| F0026 | maple coppiced with barbed wire inset | T | H | maple | Y |
| F0008 | oak 1m next to stream | T | M | oak | N |
| F0010 | laid tree oak/ash in boundary | T | H | oak | Y |
| F0011 | tree oak lapsed 2 legs | T | H | oak | Y |
| F0027 | tree oak ? Worked at base | T | H | oak | |
| F0028 | tree oak not worked 10.5m | T | M | oak | N |
| F0045 | oak >1.5m, not worked, hollow | T | M | oak | N |
| F0046 | oak not worked, > 1m, bashed | T | M | oak | N |
| F0136 | stored coppice, oak?, 2 large trunks, on boundary, 2.1m | T | H | oak | |
| F0150 | oak 1.3m | T | L | oak | |
| F0151 | oak 1.2m | T | L | oak | |
| F0189 | coppice stool oak 2 poles 1m | T | L | oak | |
| F0195 | oak coppice stool | T | L | oak | |
| F0199 | stored coppice oak 1 pole | T | L | oak | |
| F0215 | oak stored coppice 1 pole 1.1m | T | M | oak | |
| F0217 | coppice stool 1 pole, oak | T | M | oak | |
| F0305 | veteran oak with large burr | T | H | oak | |
| F0311 | oak coppice stump 2m | T | L | oak | |
| F0314 | oak stump unworked | T | L | oak | |
| F0360 | boundary oak | T | L | oak | |
| F0361 | standard oak, twisted growth | T | L | oak | |
| F0363 | standard oak | T | L | oak | |
| F0376 | stored coppice oak 4 poles | T | L | oak | |
| F0386 | oak in flat worked area | T | M | oak | |
| F0393 | oak 2 poles coppice | T | L | oak | |
| F0394 | oak coppice 5 poles | T | L | oak | |
| F1005 | Lapsed coppice 1.5m elephant's foot sweet chestnut | T | L | oak | Y |
| F1006 | coppiced stump oak | T | L | oak | Y |
| F1015 | coppiced lapsed stump | T | M | oak | |
| F1019 | coppiced stump standard oak | T | M | oak | N |
| F1020 | oak standard 0.7m | T | L | oak | |
| F1033 | Holly bush coppiced | T | M | oak | N |
| F1050 | oak standard on boundary 1.2 m diam | T | M | oak | |
| F1052 | oak standard on boundary 2.6 m girth | T | L | oak | N |
| F1054 | coppiced sycamore 10 sprouts | T | L | oak | N |
| F1065 | double trunked standard | T | M | oak | N |
| F1066 | standard oak | T | L | oak | |
| F1094 | alder 2 poles 2m | T | M | oak | |
| F1095 | oak with ivy cladding | T | M | oak | |
| F1107 | 2 x oak stored coppice, each 2 poles | T | L | oak | |
| F1122 | Oak coppice stool 1 pole 1.5m | T | L | oak | |
| F1125 | coppiced oak stump 1 pole | T | L | oak | |
| F1156 | oak stump stored coppice | T | L | oak | |
| F1161 | oak growing on wall F1160 | T | H | oak | |
| F1173 | oak stored coppice | T | L | oak | |
| F1184 | 3 oaks on boundary + coppiced holly | T | M | oak | |
| F1194 | oak 1m | T | L | oak | |
| F1224 | Oak standard 1.5m dia | T | M | oak | |
| F1226 | coppiced oak 3 poles 2.1m dia surrounded by holly | T | H | oak | |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|--|----------|----------|--------------|------------|
| F1227 | coppiced oak tree 1 pole 0.8m dia | T | M | oak | |
| F1229 | pairs of stored coppiced oak x 2 sets (more double sets) | T | M | oak | |
| F1230 | Rowan 8 pole worked copice? | T | M | rowan | |
| F1234 | complex of trees 3 Rowan poles | T | M | rowan | |
| F0048 | coppice stool 12 poles 2.2 m sycamore | T | M | sycamore | Y |
| F0049 | coppice stool 12 poles 2 m sycamore | T | M | sycamore | Y |
| F0056 | coppice stool sycamore 1.5 m | T | L | sycamore | Y |
| F0089 | stored coppice 3 poles 1.8 m sycamore | T | M | sycamore | Y |
| F0090 | coppice stool 12 poles sycamore 1.2 m | T | L | sycamore | Y |
| F0098 | stored coppice 7 poles sycamore 1.8m | T | M | sycamore | Y |
| F0129 | stored coppice, sycamore, 2 poles with coppiced alders | T | M | sycamore | |
| F0165 | coppice stool sycamore 13 poles 2.7m | T | H | sycamore | |
| F0196 | sycamore coppice 1.3m | T | L | sycamore | |
| F0202 | stored coppice sycamore 3 poles | T | M | sycamore | |
| F0219 | stored coppice sycamore 2 large poles | T | M | sycamore | |
| F0220 | stored coppice, sycamore, 3 large poles,sycamore | T | M | sycamore | |
| F0221 | stored coppice, sycamore, 3 large poles,sycamore, hollow | T | M | sycamore | |
| F0235 | coppiced standard sycamore | T | L | sycamore | |
| F0239 | sycamore | T | L | sycamore | |
| F0326 | coppiced? Sycamore 1.8m 3 poles | T | L | sycamore | |
| F1002 | Lapsed coppice sycamore 1m | T | L | sycamore | Y |
| F1003 | Lapsed coppice sycamore 1.6m | T | M | sycamore | |
| F1024 | lapsed coppice sycamore (1 standard + subs) | T | M | sycamore | N |
| F1031 | Lapsed coppice 8 stems | T | L | sycamore | N |
| F1034 | Oak standard 0.8m | T | L | sycamore | Y |
| F1035 | coppiced lapsed sycamore | T | L | sycamore | Y |
| F1036 | coppiced lapsed sycamore | T | L | sycamore | Y |
| F1037 | coppiced lapsed sycamore | T | L | sycamore | Y |
| F1038 | coppiced lapsed sycamore | T | L | sycamore | |
| F1042 | Beech standard | T | L | sycamore | Y |
| F1043 | Lapsed coppice sycamore | T | L | sycamore | |
| F1053 | oak standard on boundary | T | L | sycamore | Y |
| F1108 | sycamore growing on on birch stored coppice | T | L | sycamore | |
| F1112 | coppiced sycamore 3 poles 2m | T | L | sycamore | |
| F1180 | sycamore | T | L | sycamore | |
| F0029 | coppiced example | T | L | | Y |
| F0057 | stored coppice stool 1 pole 1.7m | T | M | | Y |
| F0058 | coppice stool 1.6 m | T | M | | Y |
| F0060 | coppice stool + 10 dead poles oak? 3m | T | M | | Y |
| F0064 | coppice stool | T | L | | Y |
| F0068 | stored coppice 3/4 poles may be 2 trees 2.5 m | T | M | | Y |
| F0079 | stored coppice 2 poles | T | M | | Y |
| F0092 | coppice stool 4 poles 1m | T | L | | Y |
| F0099 | coppiced stump | T | L | | Y |
| F0103 | stored coppice 1 pole | T | L | | Y |
| F0107 | coppice stool 10+ poles | T | L | | Y |
| F0108 | coppice stool 6 poles base spread 2m | T | L | | Y |
| F0115 | coppice stool 1.5 m 2 poles | T | L | | Y |
| F0119 | sycamore 2m stored coppice 5 large poles | T | L | | Y |
| F0123 | coppice stool 1m | T | L | | Y |
| F0127 | stored coppice , 7 large poles 1.5m | T | M | | |
| F0128 | stored coppice 5 large poles 1m | T | M | | |
| F0147 | stored coppice on island, 2m, 4 poles | T | M | | |
| F0154 | stored coppice 2 poles 1.7m | T | M | | |
| F0167 | old hedge running E-W 20m long | T | H | | |
| F0175 | coppice stool 2 poles m | T | L | | |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|---|----------|----------|--------------|------------|
| F0218 | stump, coppice, 1 pole | T | M | | |
| F0306 | holly coppice 25x10m each 3/4 poles | T | L | | |
| F0307 | holly coppice on boundary | T | M | | |
| F0308 | holly coppice on boundary | T | M | | |
| F0309 | holly coppice on boundary | T | M | | |
| F0320 | stored coppice ash 5 poles | T | L | | |
| F0322 | linear feature path/track running NNW | T | L | | |
| F0352 | worked ash 5 poles | T | M | | |
| F0353 | worked alder 2 poles | T | M | | |
| F0357 | worked ash 5 poles | T | M | | |
| F1007 | coppice stump lapsed | T | M | | |
| F1016 | elephants foot oak | T | L | | N |
| F1017 | veteran tree on boundary (candidate for dendro) | T | H | | |
| F1026 | veteran standard 1.0 m | T | M | | |
| F1048 | cluster of elephants feet | T | L | | |
| F1067 | mixed hedge | T | L | | |
| F1071 | mixed layed and coppiced border | T | M | | |
| F1075 | lapsed coppice stored | T | M | | |
| F1084 | stored coppice, alder, 2 poles | T | M | | |
| F1114 | stump with rowan growing out | T | L | | |
| F0065 | stored coppice 2 poles oak? 1.5 m | T | M | oak? | Y |
| F0084 | stump coppice stool 4 poles 1m + | T | L | | Y |
| F1012 | oak stump 1.6m on edge q-pit | Ts | M | hazel | Y |
| F0004 | stump + 2 standards oak | Ts | H | oak | |
| F0005 | stump + 5 standards oak/ash | Ts | H | oak | |
| F0009 | oak stump 0.75m not worked? | Ts | M | oak | N |
| F0023 | Stump 1m oak not worked | Ts | M | oak | N |
| F0034 | Stump 1m oak not worked | Ts | M | oak | N |
| F0035 | Stump of coppice with standard oak 1.7m | Ts | H | oak | Y |
| F0036 | Stump of coppice with standard oak 1.5m | Ts | H | oak | Y |
| F0037 | Oak stump not worked 1m | Ts | M | oak | N |
| F0041 | stump, oak, high, fallen, worked?? | Ts | M | oak | |
| F0042 | stump, oak 1m | Ts | M | oak | N |
| F0101 | oak stump standard not worked | Ts | L | oak | N |
| F0105 | decayed stump 1m + oak | Ts | L | oak | N |
| F0109 | oak stump | Ts | L | oak | N |
| F0111 | oak stump 1.3m | Ts | L | oak | N |
| F0164 | oak stump 1m | Ts | L | oak | |
| F0180 | oak worked stump 1.1 m | Ts | L | oak | |
| F0186 | oak stump 1.1m | Ts | L | oak | |
| F0222 | oak stump, 1.2m | Ts | M | oak | |
| F0264 | oak stump, coppiced, 1.3m | Ts | M | oak | |
| F0265 | oak stump, coppiced, 3 poles, 1.1m | Ts | M | oak | |
| F0266 | oak stump, coppiced, 7 poles, 1.2m | Ts | M | oak | |
| F0280 | oak stump 1.1 m standard | Ts | L | oak | |
| F0300 | oak stump 1m | Ts | L | oak | |
| F0316 | stump ok 1.2m | Ts | L | oak | |
| F0319 | stump oak 1.2 m | Ts | L | oak | |
| F0323 | worked stump 1m oak | Ts | L | oak | |
| F0324 | worked stump 1m oak | Ts | L | oak | |
| F0325 | worked stump 1m oak | Ts | L | oak | |
| F0329 | stump oak single pole | Ts | L | oak | |
| F0333 | stump oak? 1.2 m | Ts | L | oak | |
| F1181 | stump, oak? | Ts | M | oak | |
| F1206 | Oak stump - worked coppice 1.2m dia | Ts | M | oak | worked |
| F1216 | Oak stump worked coppice 1.2m dia | Ts | L | oak | worked |

| Feature No. | Description | Category | Priority | Tree species | Worked Y/N |
|-------------|--------------------------------------|----------|----------|--------------|------------|
| F0246 | coppiced stump, sycamore, 1 pole, 2m | Ts | M | sycamore | |
| F0012 | stump 1m not worked | Ts | M | | N |
| F0016 | stump lapsed 1 leg worked | Ts | H | | Y |
| F0018 | Stump not worked | Ts | L | | N |
| F0054 | stump on bank coppice stool 1.5 m | Ts | M | | Y |
| F0083 | stump 1m + | Ts | L | | |
| F0104 | decayed stump 2m | Ts | L | | N |
| F0118 | worked stump 1.3m | Ts | L | | Y |
| F0203 | stump worked coppice 1.5m | Ts | M | | |
| F0238 | stump | Ts | L | | |
| F0341 | Stump 1.1m wide | Ts | L | | |
| F1168 | stump | Ts | L | | |
| F1197 | stump > 1m | Ts | L | | |
| F1200 | stump > 1m | Ts | L | | |
| F1201 | stump > 1m | Ts | L | | |

PHOTOGRAPH REGISTER

| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
|-----------------|-----------|-------------|------------------|------------|--------------|
| PH0001 | P105-0574 | F0002 | E | 02/05/2013 | Chris M |
| PH0002 | P105-0575 | F0003 | N | 02/05/2013 | Chris M |
| PH0003 | P105-0576 | F0004 | | 02/05/2013 | Chris M |
| PH0004 | P105-0577 | F0005 | | 02/05/2013 | Chris M |
| PH0005 | P105-0578 | F0006 | | 02/05/2013 | Chris M |
| PH0006 | P105-0579 | F0006 | | 02/05/2013 | Chris M |
| PH0007 | P105-0580 | F0007 | SE | 02/05/2013 | Chris M |
| PH0008 | P105-0581 | F0007 | SE | 02/05/2013 | Chris M |
| PH0009 | P105-0582 | | | 02/05/2013 | Chris M |
| PH0010 | P105-0583 | | | 02/05/2013 | Chris M |
| PH0011 | P105-0584 | F0008 | S | 02/05/2013 | Chris M |
| PH0012 | P105-0585 | F0010 | NW | 02/05/2013 | Chris M |
| PH0013 | P105-0586 | F0010 | NW | 02/05/2013 | Chris M |
| PH0014 | P105-0587 | F0009 | NW | 02/05/2013 | Chris M |
| PH0015 | P105-0588 | | | 02/05/2013 | Chris M |
| PH0016 | P105-0589 | | | 02/05/2013 | Chris M |
| PH0017 | P105-0590 | | | 02/05/2013 | Chris M |
| PH0018 | P105-0591 | F0011 | SW | 02/05/2013 | Chris M |
| PH0019 | P105-0592 | F0012 | N | 02/05/2013 | Chris M |
| PH0020 | P105-0593 | F0013 | S | 02/05/2013 | Chris M |
| PH0021 | P105-0594 | F0013 | N | 02/05/2013 | Chris M |
| PH0022 | P105-0595 | F0015 | N | 02/05/2013 | Chris M |
| PH0023 | P105-0596 | F0015 | N | 02/05/2013 | Chris M |
| PH0024 | P105-0597 | F0016 | N | 02/05/2013 | Chris M |
| PH0025 | P105-0598 | F0017 | | 02/05/2013 | Chris M |
| PH0026 | P105-0599 | F0014 | N | 02/05/2013 | Chris M |
| PH0027 | P105-0600 | F0014 | N | 02/05/2013 | Chris M |
| PH0028 | P105-0601 | F0019 | NW | 02/05/2013 | Chris M |

| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
|------------------------|------------------|--------------------|-------------------------|-------------------|---------------------|
| PH0029 | P105-0602 | F0020 | W | 02/05/2013 | Chris M |
| PH0030 | P105-0603 | F0019 | | 02/05/2013 | Chris M |
| PH0031 | P105-0604 | F0021 | | 02/05/2013 | Chris M |
| PH0032 | P105-0605 | F0022 | | 02/05/2013 | Chris M |
| PH0033 | P105-0606 | F0023 | SE | 02/05/2013 | Chris M |
| PH0034 | P105-0607 | F0024 | S | 02/05/2013 | Chris M |
| PH0035 | P105-0608 | F0024 | S | 02/05/2013 | Chris M |
| PH0036 | P105-0609 | F0025 | N | 02/05/2013 | Chris M |
| PH0037 | P105-0610 | | | 02/05/2013 | Chris M |
| PH0038 | P105-0611 | F0026 | | 02/05/2013 | Chris M |
| PH0039 | P105-0612 | F0027 | N | 02/05/2013 | Chris M |
| PH0040 | P105-0613 | F0028 | W | 02/05/2013 | Chris M |
| PH0041 | P105-0614 | F0029 | | 02/05/2013 | Chris M |
| PH0042 | P105-0615 | | | 02/05/2013 | Chris M |
| PH0043 | P105-0616 | F0032 | N | 02/05/2013 | Chris M |
| PH0044 | P105-0617 | F0033 | N | 02/05/2013 | Chris M |
| PH0045 | P105-0618 | F0033 | N | 02/05/2013 | Chris M |
| PH0046 | P105-0619 | | | 02/05/2013 | Chris M |
| PH0047 | P105-0620 | F0034 | E | 02/05/2013 | Chris M |
| PH0048 | P105-0621 | | | 02/05/2013 | Chris M |
| PH0049 | P105-0622 | | | 02/05/2013 | Chris M |
| PH0050 | P105-0623 | F0035 | S | 02/05/2013 | Chris M |
| PH0051 | P105-0624 | F0035 | | 02/05/2013 | Chris M |
| PH0052 | P105-0625 | F0035 | | 02/05/2013 | Chris M |
| PH0053 | P105-0626 | F0036 | S | 02/05/2013 | Chris M |
| PH0054 | P105-0627 | F0036 | | 02/05/2013 | Chris M |
| PH0055 | P105-0628 | F0036 | SW | 02/05/2013 | Chris M |
| PH0056 | P105-0629 | F0037 | E | 02/05/2013 | Chris M |
| PH0057 | P105-0630 | F0038 | S | 02/05/2013 | Chris M |
| PH0058 | P105-0631 | F0038 | N | 02/05/2013 | Chris M |
| PH0059 | P105-0632 | F0038 | W | 02/05/2013 | Chris M |
| PH0060 | P105-0633 | F0040 | S | 02/05/2013 | Chris M |
| PH0061 | P105-0634 | F0040 | S | 02/05/2013 | Chris M |
| PH0062 | P105-0635 | F0040 | N | 02/05/2013 | Chris M |
| PH0063 | P105-0636 | F0041 | SW | 02/05/2013 | Chris M |
| PH0064 | P105-0637 | F0042 | W | 02/05/2013 | Chris M |
| PH0065 | P105-0638 | F0045 | S | 02/05/2013 | Chris M |
| PH0066 | P105-0639 | | | 02/05/2013 | Chris M |
| PH0067 | P105-0640 | F0046 | SE | 02/05/2013 | Chris M |
| PH0068 | IMG 4116 | F1002 | W | 07/05/2013 | Cathy J |
| PH0069 | IMG 4117 | F1003 | w | 07/05/2013 | Cathy J |
| PH0070 | IMG 4118 | F1004 | N | 07/05/2013 | Cathy J |
| PH0071 | IMG 4119 | F1005 | W | 07/05/2013 | Cathy J |
| PH0072 | IMG 4120 | F1005 | | 07/05/2013 | Cathy J |
| PH0073 | IMG 4121 | F1006 | S | 07/05/2013 | Cathy J |

| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
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| PH0074 | IMG 4122 | F1007 | | 07/05/2013 | Cathy J |
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| PH0076 | IMG 4124 | F1008 | S | 07/05/2013 | Cathy J |
| PH0077 | IMG 4126 | F1010 | SW | 07/05/2013 | Cathy J |
| PH0078 | IMG 4127 | F1011 | S | 07/05/2013 | Cathy J |
| PH0079 | IMG 4128 | F1011 | W | 07/05/2013 | Cathy J |
| PH0080 | IMG 4129 | F1012 | W | 07/05/2013 | Cathy J |
| PH0081 | IMG 4130 | F1013 | N | 07/05/2013 | Cathy J |
| PH0082 | IMG 4131 | F1014 | N | 07/05/2013 | Cathy J |
| PH0083 | IMG 4132 | F1015 | E | 07/05/2013 | Cathy J |
| PH0084 | IMG 4133 | F1016 | W | 07/05/2013 | Cathy J |
| PH0085 | IMG 4134 | F1017 | S | 07/05/2013 | Cathy J |
| PH0086 | IMG 4135 | F1017 | SW | 07/05/2013 | Cathy J |
| PH0087 | IMG 4136 | F1018 | N | 07/05/2013 | Cathy J |
| PH0088 | IMG 4137 | F1019 | E | 07/05/2013 | Cathy J |
| PH0089 | IMG 4138 | F1020 | W | 07/05/2013 | Cathy J |
| PH0090 | IMG 4139 | F1021 | W | 07/05/2013 | Cathy J |
| PH0091 | IMG 4140 | F1024 | E | 07/05/2013 | Cathy J |
| PH0092 | IMG 4141 | F1026 | W | 07/05/2013 | Cathy J |
| PH0093 | IMG 4142 | F1026 | W | 07/05/2013 | Cathy J |
| PH0094 | IMG 4143 | F1026 | W | 07/05/2013 | Cathy J |
| PH0095 | IMG 4145 | F1027 | E | 07/05/2013 | Cathy J |
| PH0096 | IMG 4146 | F1028 | N | 07/05/2013 | Cathy J |
| PH0097 | IMG 4148 | F1029 | W | 07/05/2013 | Cathy J |
| PH0098 | IMG 4149 | F1030 | W | 07/05/2013 | Cathy J |
| PH0099 | IMG 4150 | F1031 | N | 07/05/2013 | Cathy J |
| PH0100 | IMG 4151 | F1032 | N | 07/05/2013 | Cathy J |
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| PH0102 | IMG 4153 | F1033 | NW | 07/05/2013 | Cathy J |
| PH0103 | IMG 4154 | F1034 | E | 07/05/2013 | Cathy J |
| PH0104 | IMG 4155 | F1035 | N | 07/05/2013 | Cathy J |
| PH0105 | IMG 4156 | F1036 | NW | 07/05/2013 | Cathy J |
| PH0106 | IMG 4158 | | | 07/05/2013 | Cathy J |
| PH0107 | IMG 4159 | F1038 | W | 07/05/2013 | Cathy J |
| PH0108 | IMG 4160 | F1039 | W | 07/05/2013 | Cathy J |
| PH0109 | IMG 4161 | F1040 | NW | 07/05/2013 | Cathy J |
| PH0110 | IMG 4162 | F1041 | N | 07/05/2013 | Cathy J |
| PH0111 | IMG 4163 | F1041 | E | 07/05/2013 | Cathy J |
| PH0112 | IMG 4164 | F1041 | E | 07/05/2013 | Cathy J |
| PH0113 | IMG 4165 | F1041 | | 07/05/2013 | Cathy J |
| PH0114 | IMG 4166 | F1042 | S | 07/05/2013 | Cathy J |
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| PH0116 | IMG 4168 | F1046 | S | 07/05/2013 | Cathy J |
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| PH0118 | IMG 4171 | F1049 | N | 07/05/2013 | Cathy J |

| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
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| PH0125 | IMG 4180 | F1056 | E | 07/05/2013 | Cathy J |
| PH0126 | IMG 4181 | F1057 | E | 07/05/2013 | Cathy J |
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| PH0134 | !MG 4193 | F0056 | NW | 07/05/2013 | Cathy J |
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| PH0152 | 660 | F0078 | N | 07/05/2013 | Chris M |
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| PH0156 | 664 | F0082 | E | 07/05/2013 | Chris M |
| PH0157 | 665 | F0083 | W | 07/05/2013 | Chris M |
| PH0158 | 666 | F0084 | W | 07/05/2013 | Chris M |
| PH0159 | 667 | F0085 | W | 07/05/2013 | Chris M |
| PH0160 | 668 | F0086 | S | 07/05/2013 | Chris M |
| PH0161 | 669 | F0087 | N | 07/05/2013 | Chris M |
| PH0162 | 670 | F0088 | NW | 07/05/2013 | Chris M |
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| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
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| PH0164 | 672 | F0090 | SW | 07/05/2013 | Chris M |
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| PH0168 | 676 | F0094 | W | 07/05/2013 | Chris M |
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| PH0170 | 333 | F0098 | NE | 09/05/2013 | CathyJ |
| PH0171 | 334 | F0099 | E | 09/05/2013 | CathyJ |
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| PH0173 | 336 | F0101 | NW | 09/05/2013 | CathyJ |
| PH0174 | 337 | F0103 | SE | 09/05/2013 | CathyJ |
| PH0175 | 338 | F0105 | S | 09/05/2013 | CathyJ |
| PH0176 | 339 | F0106 | S | 09/05/2013 | CathyJ |
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| PH0179 | 342 | F0108 | W | 09/05/2013 | CathyJ |
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| PH0181 | 344 | F0111 | NE | 09/05/2013 | CathyJ |
| PH0182 | 345 | F0112 | N | 09/05/2013 | CathyJ |
| PH0183 | 346 | F0114 | NE | 09/05/2013 | CathyJ |
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| PH0186 | 349 | F0117 | N | 09/05/2013 | CathyJ |
| PH0187 | 350 | F0118 | E | 09/05/2013 | CathyJ |
| PH0188 | 351 | F0119 | E | 09/05/2013 | CathyJ |
| PH0189 | 352 | F0120 | S | 09/05/2013 | CathyJ |
| PH0190 | 353 | F0121 | S | 09/05/2013 | CathyJ |
| PH0191 | 354 | F0122 | N | 09/05/2013 | CathyJ |
| PH0192 | 355 | F0123 | E | 09/05/2013 | CathyJ |
| PH0193 | 356 | F0124 | W | 09/05/2013 | CathyJ |
| PH0194 | 690 | F1061 | SE | 09/05/2013 | ChrisM |
| PH0195 | 691 | F1062 | SE | 09/05/2013 | ChrisM |
| PH0196 | 692 | F1063 | E | 09/05/2013 | ChrisM |
| PH0197 | 693 | F1064 | E | 09/05/2013 | ChrisM |
| PH0198 | 694 | F1065 | S | 09/05/2013 | ChrisM |
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| PH0201 | 697 | F1068 | S | 09/05/2013 | ChrisM |
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| PH0203 | 699 | F1070 | N | 09/05/2013 | ChrisM |
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| PH0205 | 701 | F1072 | N | 09/05/2013 | ChrisM |
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| PH0207 | 703 | F1074 | E | 09/05/2013 | ChrisM |
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| PH0209 | 1 | F0127 | E | 14/05/2013 | KevinW |

| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
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| PH0210 | 2 | F0128 | S | 14/05/2013 | KevinW |
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| PH0212 | 4 | F0130 | S | 14/05/2013 | KevinW |
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| PH0214 | 6 | F0132 | S | 14/05/2013 | KevinW |
| PH0215 | 7 | F0133 | S | 14/05/2013 | KevinW |
| PH0216 | 8 | F0134 | S | 14/05/2013 | KevinW |
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| PH0220 | 12 | F0138 | N | 14/05/2013 | KevinW |
| PH0221 | 13 | F0139 | E | 14/05/2013 | KevinW |
| PH0222 | 14 | F0140 | N | 14/05/2013 | KevinW |
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| PH0224 | 16 | F0142 | W | 14/05/2013 | KevinW |
| PH0225 | 17 | F0144 | W | 14/05/2013 | KevinW |
| PH0226 | 18 | F0145 | W | 14/05/2013 | KevinW |
| PH0227 | 19 | F0146 | W | 14/05/2013 | KevinW |
| PH0228 | 20 | F0147 | W | 14/05/2013 | KevinW |
| PH0229 | 21 | F0148 | NW | 14/05/2013 | KevinW |
| PH0230 | 22 | F0150 | S | 14/05/2013 | KevinW |
| PH0231 | 23 | F0151 | S | 14/05/2013 | KevinW |
| PH0232 | 24 | F0152 | E | 14/05/2013 | KevinW |
| PH0233 | 25 | F0153 | N | 14/05/2013 | KevinW |
| PH0234 | 26 | F0154 | N | 14/05/2013 | KevinW |
| PH0235 | 27 | F0156 | NW | 14/05/2013 | KevinW |
| PH0236 | 28 | F0157 | SE | 14/05/2013 | KevinW |
| PH0237 | 29 | F0158 | W | 14/05/2013 | KevinW |
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| PH0239 | P1030256 | F1080 | SE | 14/05/2013 | RichardH |
| PH0240 | P1030257 | F1081 | NNW | 14/05/2013 | RichardH |
| PH0241 | P1030258 | F1082 | NE | 14/05/2013 | RichardH |
| PH0242 | P1030259 | F1083 | SW | 14/05/2013 | RichardH |
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| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
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| PH0266 | 32 | F0165 | S | 21/05/2013 | KevinW |
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| PH0270 | 36 | F0169 | S | 21/05/2013 | KevinW |
| PH0271 | 37 | F0170 | S | 21/05/2013 | KevinW |
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| PH0281 | 49 | F0182 | N | 21/05/2013 | KevinW |
| PH0282 | 50 | F0183 | N | 21/05/2013 | KevinW |
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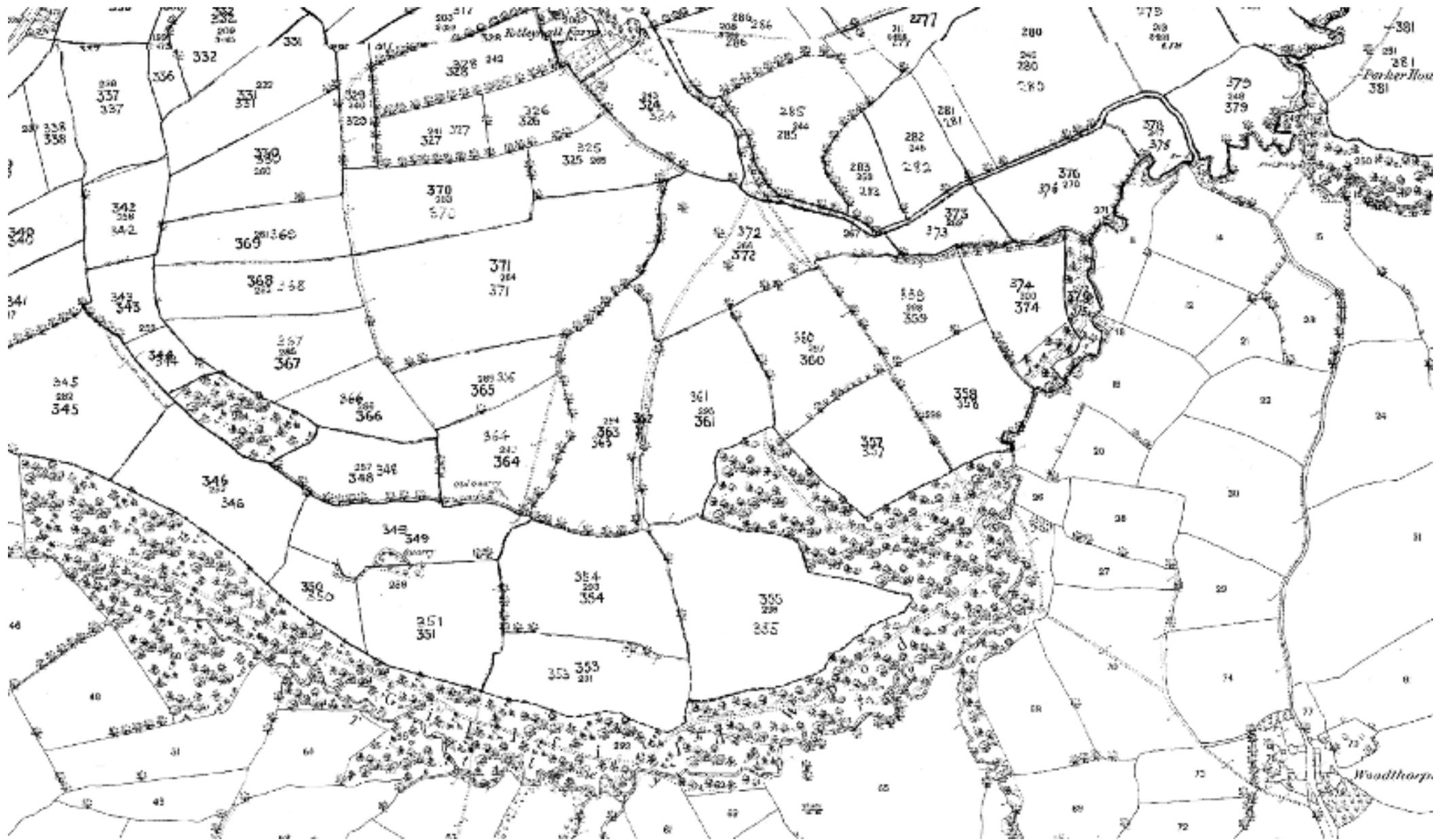
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| PH0330 | 70 | F0204 | N | 23/05/2013 | KevinW |
| PH0331 | 71 | F0205 | S | 23/05/2013 | KevinW |
| PH0332 | 72 | F0206 | SW | 23/05/2013 | KevinW |
| PH0333 | 73 | F0207 | S | 23/05/2013 | KevinW |
| PH0334 | 74 | F0208 | S | 23/05/2013 | KevinW |
| PH0335 | 75 | F0209 | E | 23/05/2013 | KevinW |
| PH0336 | 76 | F0212 | W | 23/05/2013 | KevinW |
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| PH0338 | 78 | F0214 | N | 23/05/2013 | KevinW |
| PH0339 | 79 | F0215 | W | 23/05/2013 | KevinW |
| PH0340 | 80 | F0216 | W | 23/05/2013 | KevinW |
| PH0341 | 81 | F0217 | S | 23/05/2013 | KevinW |
| PH0342 | 82 | F0218 | S | 23/05/2013 | KevinW |
| PH0343 | 83 | F0219 | NW | 23/05/2013 | KevinW |
| PH0344 | 84 | F0220 | NW | 23/05/2013 | KevinW |

| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
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| PH0351 | 92 | F0231 | W | 23/05/2013 | KevinW |
| PH0352 | 93 | F0232 | E | 23/05/2013 | KevinW |
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| PH0354 | 95 | F0234 | W | 23/05/2013 | KevinW |
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| PH0356 | 97 | F0236 | N | 23/05/2013 | KevinW |
| PH0357 | 98 | F0237 | S | 23/05/2013 | KevinW |
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| PH0374 | P1010376 | F1162 | W | 23/05/2013 | CathyJ |
| PH0375 | P1010377 | F1163 | W | 23/05/2013 | CathyJ |
| PH0376 | P1010378 | F1164 | S | 23/05/2013 | CathyJ |
| PH0377 | P1010379 | F1168 | E | 23/05/2013 | CathyJ |
| PH0378 | P1010380 | F1169 | NW | 23/05/2013 | CathyJ |
| PH0379 | P1010381 | F1170 | S | 23/05/2013 | CathyJ |
| PH0380 | P1010382 | F1171 | SE | 23/05/2013 | CathyJ |
| PH0381 | P1010383 | F1172 | N | 23/05/2013 | CathyJ |
| PH0382 | P1010384 | F1173 | SE | 23/05/2013 | CathyJ |
| PH0383 | P1010385 | F1175 | N | 23/05/2013 | CathyJ |
| PH0384 | P1010386 | F1176 | S | 23/05/2013 | CathyJ |
| PH0385 | P1010387 | F1177 | SE | 23/05/2013 | CathyJ |
| PH0386 | 103 | F0244 | NW | 25/05/2013 | KevinW |
| PH0387 | 104 | F0245 | N | 25/05/2013 | KevinW |
| PH0388 | 105 | F0246 | N | 25/05/2013 | KevinW |
| PH0389 | 106 | F0247 | E | 25/05/2013 | KevinW |

| Photo record no | Image No. | Feature No. | Direction Facing | Date Taken | Photographer |
|------------------------|------------------|--------------------|-------------------------|-------------------|---------------------|
| PH0390 | 108 | F0248 | S | 25/05/2013 | KevinW |
| PH0391 | 109 | F0249 | S | 25/05/2013 | KevinW |
| PH0392 | 110 | F0250 | N | 25/05/2013 | KevinW |
| PH0393 | 111 | F0251 | N | 25/05/2013 | KevinW |
| PH0394 | 112 | F0252 | S | 25/05/2013 | KevinW |
| PH0395 | 113 | F0253 | S | 25/05/2013 | KevinW |
| PH0396 | 114 | F0254 | S | 25/05/2013 | KevinW |
| PH0397 | 121 | F0255 | NE | 25/05/2013 | KevinW |
| PH0398 | 115 | F0261 | N | 25/05/2013 | KevinW |
| PH0399 | 116 | F0262 | E | 25/05/2013 | KevinW |
| PH0400 | 117 | F0263 | W | 25/05/2013 | KevinW |
| PH0401 | 118 | F0264 | N | 25/05/2013 | KevinW |
| PH0402 | 119 | F0265 | W | 25/05/2013 | KevinW |
| PH0403 | 120 | F0266 | N | 25/05/2013 | KevinW |
| PH0404 | 122 | F0267 | N | 25/05/2013 | KevinW |
| PH0405 | 123 | F0279 | N | 25/05/2013 | KevinW |
| PH0406 | 124 | F0280 | NW | 25/05/2013 | KevinW |
| PH0407 | 125 | F0281 | W | 25/05/2013 | KevinW |
| PH0408 | 126 | F0282 | | 25/05/2013 | KevinW |
| PH0409 | 128 | F0289 | W | 25/05/2013 | KevinW |
| PH0410 | 129 | F0291 | W | 25/05/2013 | KevinW |
| PH0411 | 130 | F0297 | N | 25/05/2013 | KevinW |
| PH0412 | 132 | F0301 | SW | 25/05/2013 | KevinW |
| PH0413 | 133 | F0302 | W | 25/05/2013 | KevinW |

Chapter 3

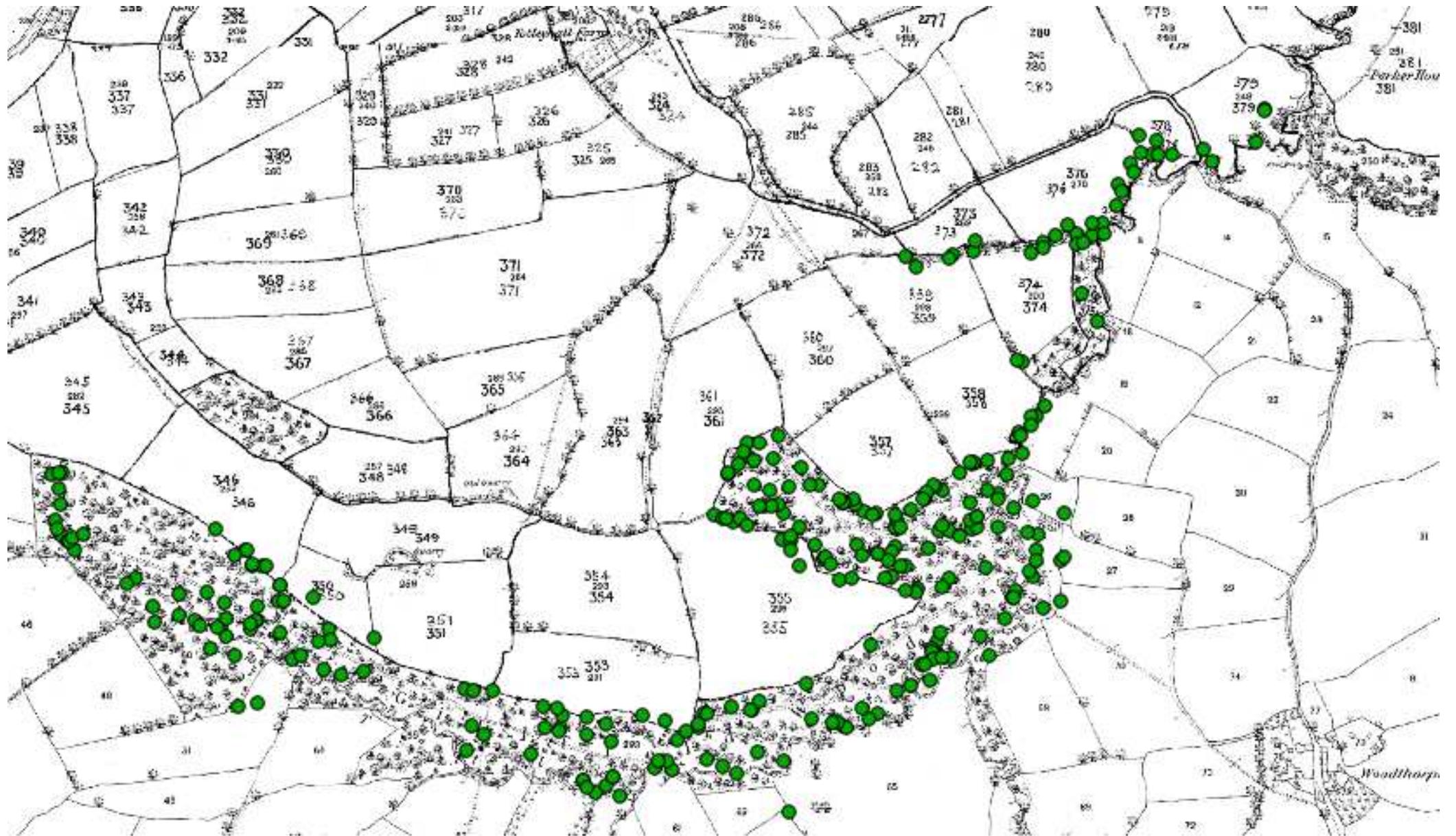
Maps



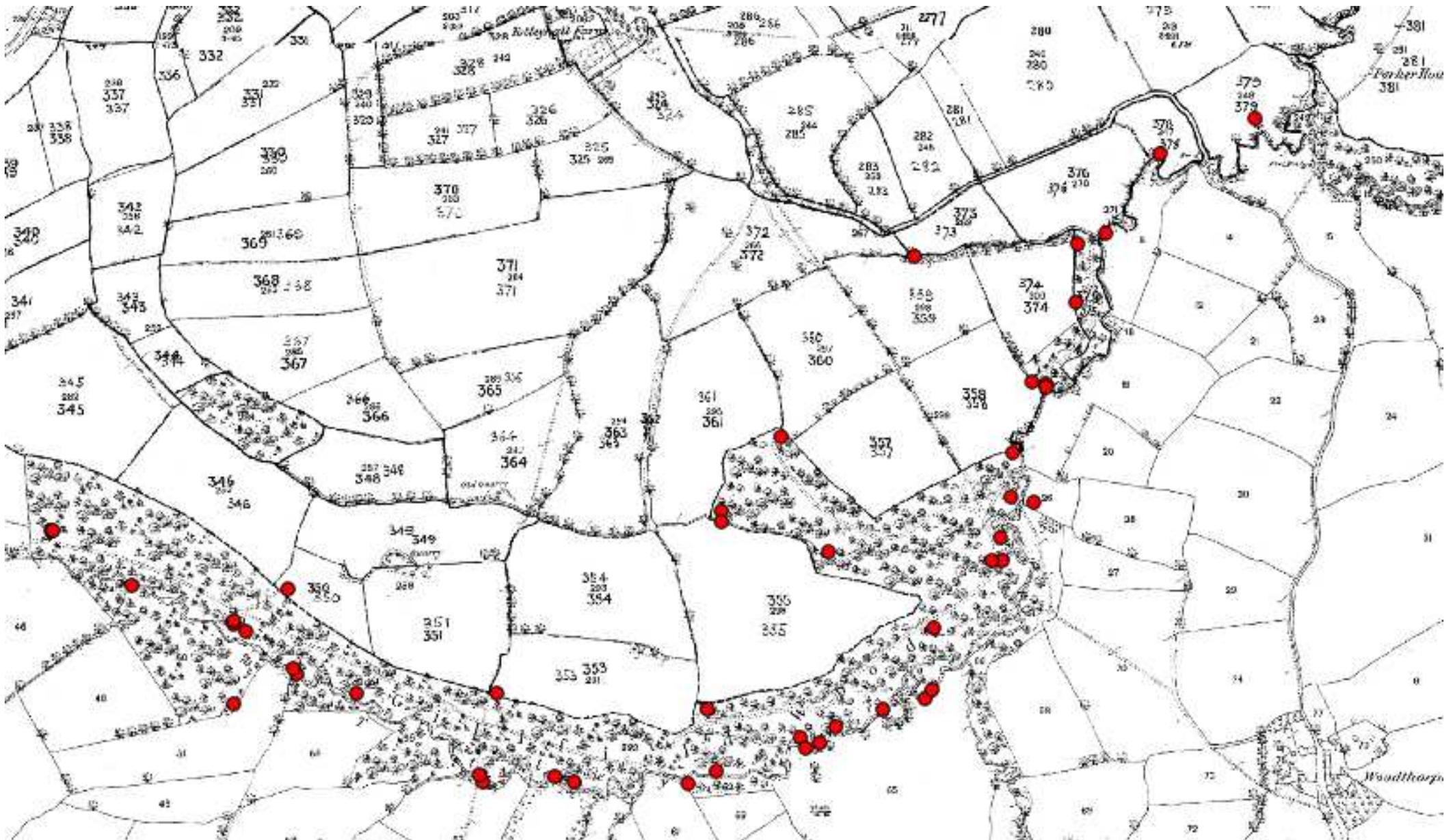
1st Edition Map of Gilfield Wood



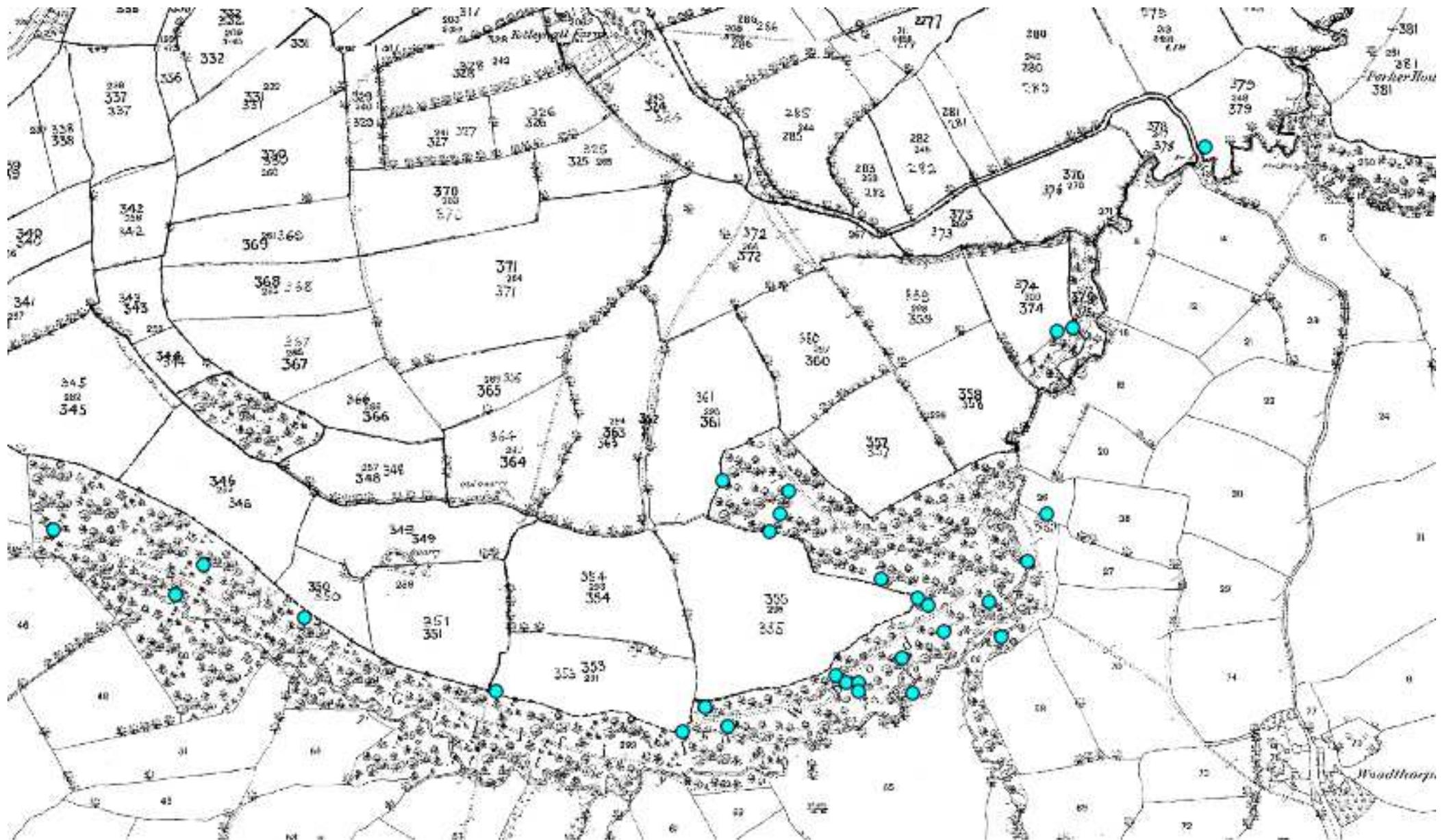
Pits and depressions



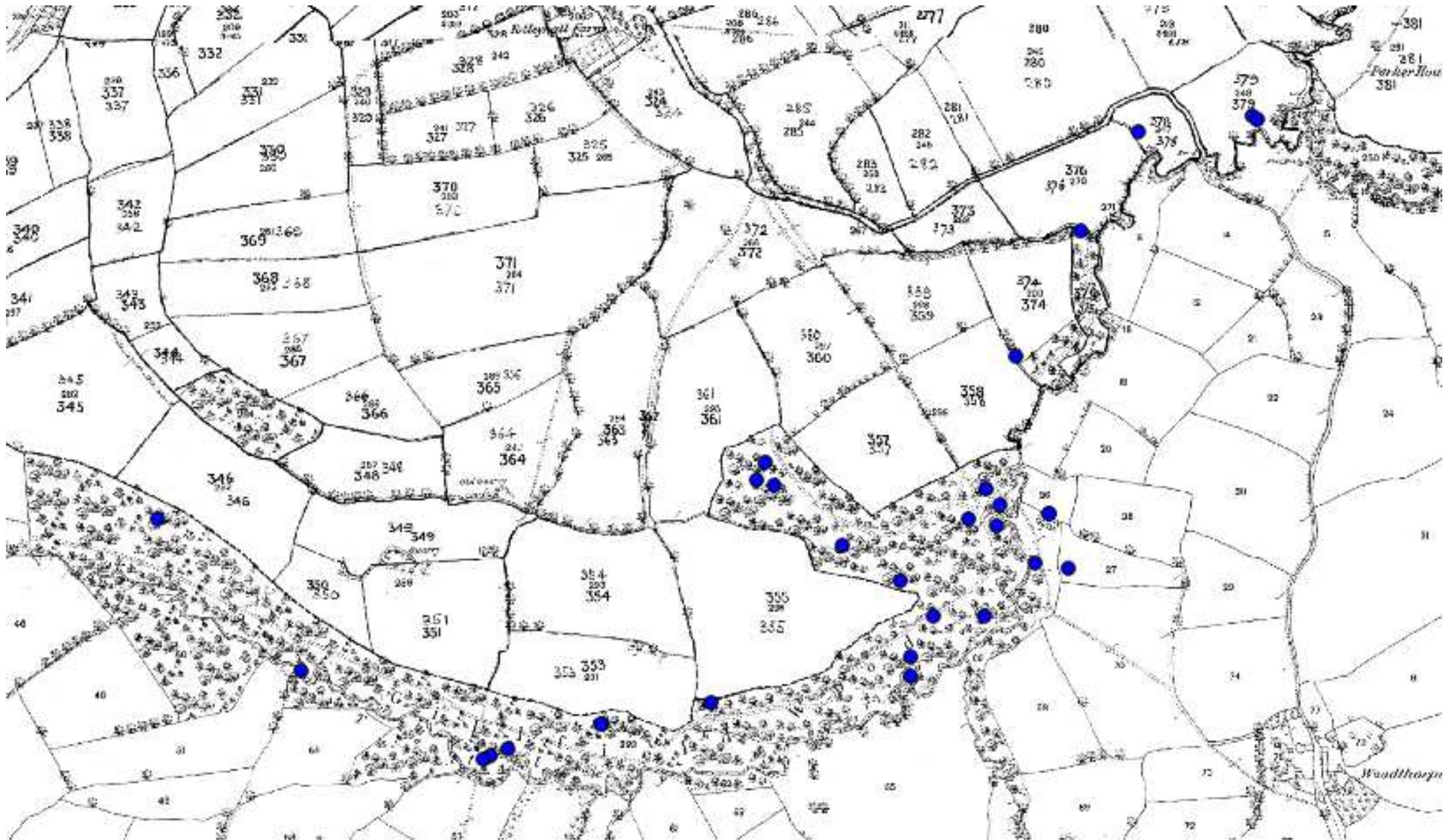
Trees and Stumps =>1m Diameter



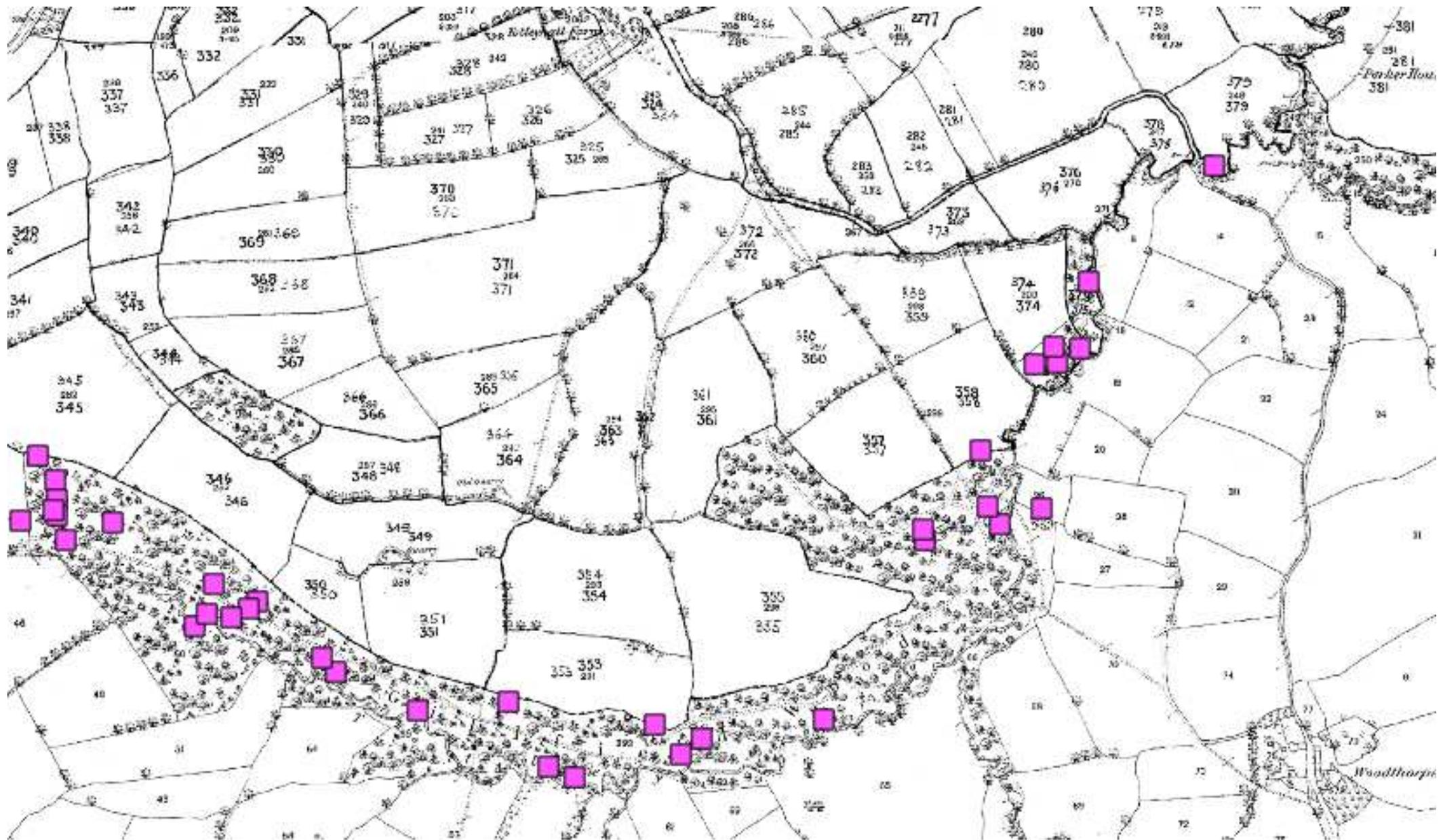
Stone Features (man made)



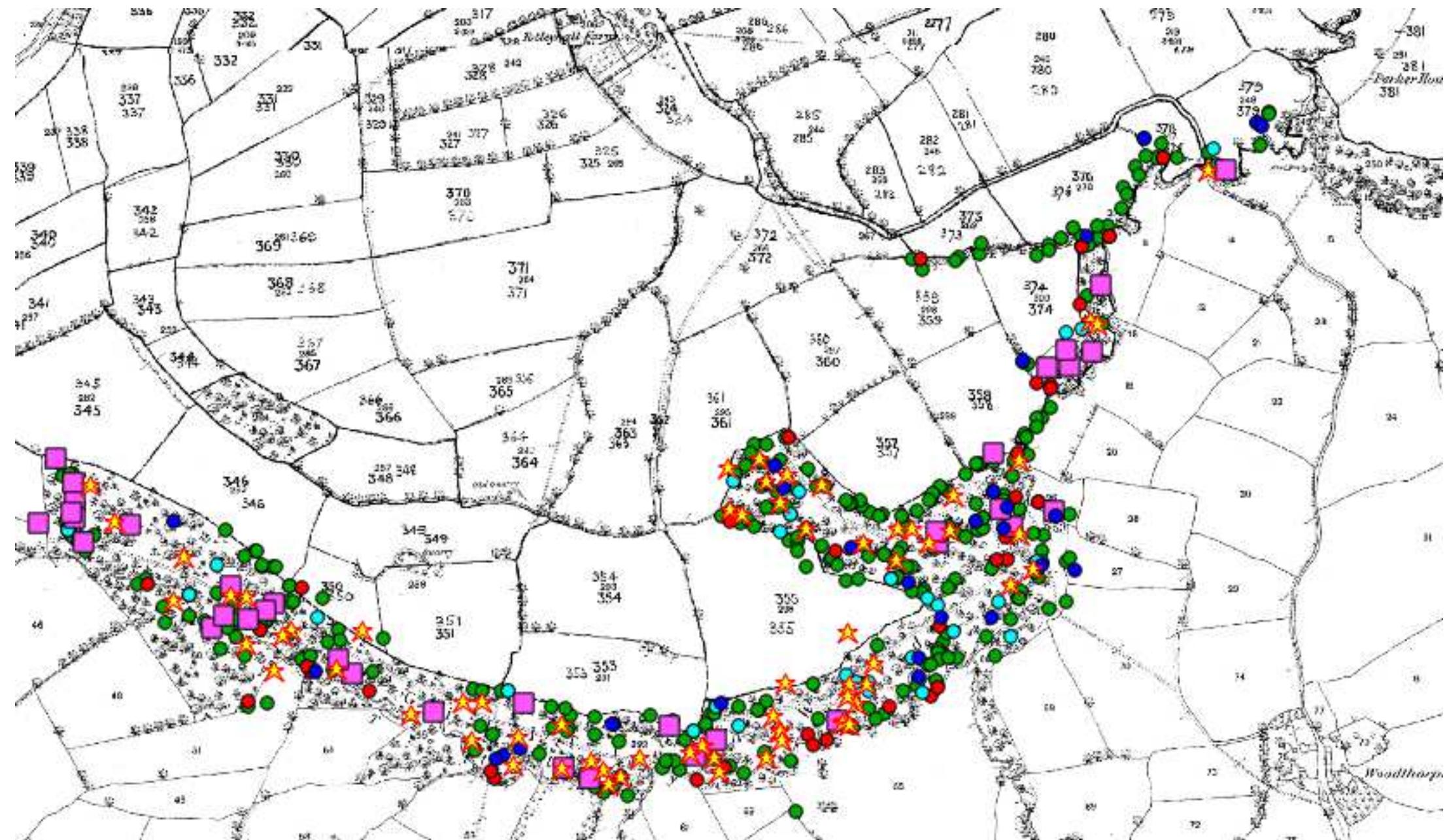
Start points of Ditches, Gully's and Banks



Other Features (of note not fitting project categories)



Flat Areas (notable change in terrain and ground cover)



Combined Features

Appendix 1.
Blank Record Sheet

| Date: / / 2013 | | Team members: | | | Feature Key: B = Baseline D = Ditch, Gully or Bank T = Tree P = Pit S = Stone O = Other | | | Page _____ of _____ | | | |
|------------------------|-------------------------------|----------------------|-------------------|--|--|-------------------------|----------|-------------------------------|-----------------------------|-------------------|--------------------------|
| N / S of River | | Camera Ref: | | | HLF/SD card No. 1 2 3 | | | Sector A B C D E F G H | | | |
| Register Number | Description of Feature | | | | Feature T, P, O | Priority H, M, L | E | N | Distance to Baseline | Photo Nos. | N W + E S |
| 0351 | Baseline START | | Dir of Transect = | | B | L | | | 0 | - | - |
| 0352 | | | | | | | | | | | |
| 0353 | | | | | | | | | | | |
| 0354 | | | | | | | | | | | |
| 0355 | | | | | | | | | | | |
| 0356 | | | | | | | | | | | |
| 0357 | | | | | | | | | | | |
| 0358 | | | | | | | | | | | |
| 0359 | | | | | | | | | | | |
| 0360 | | | | | | | | | | | |
| 0361 | | | | | | | | | | | |
| 0362 | | | | | | | | | | | |
| 0363 | | | | | | | | | | | |

Appendix 2.
Post Survey Reports

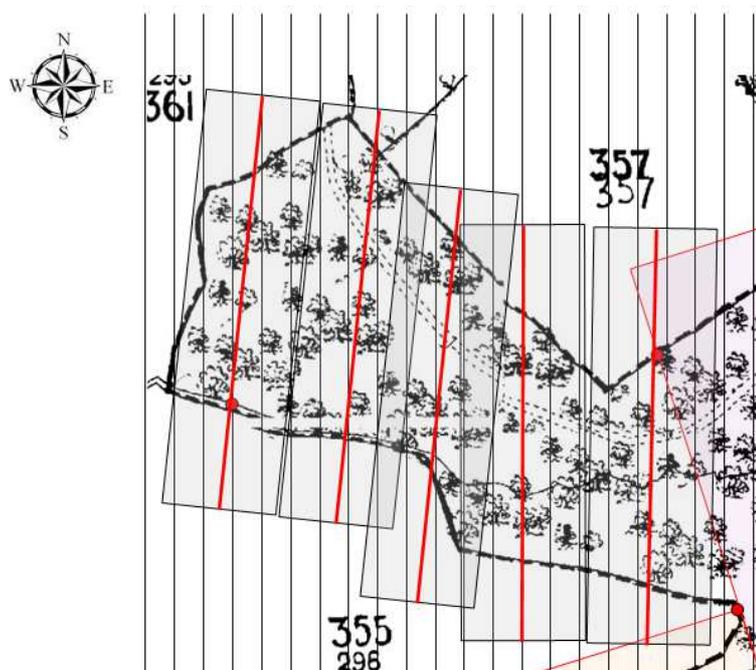
Field Survey Report – Walkover Sector E

Author - Kevin Walker

Date of Survey - 2nd May 2013

Attendees – Cathy Jackson, Sally Goldsmith, Chris Measures, Chris Brewster, Robert Allcroft, John Dibbs, Josie Dunsmore, Richard Hibberd, Gary Scholes.

1. The group split into to groups of 5. Robert's group started at the East of the Sector E and Kevin's group from the Western end of the Sector.
2. Baselines were recorded running as near as possible N-S with 10m spacing between walkers.
3. Roberts group managed 3 transects N-S, S-N & N-S. The first 2 transect ran pretty well N-S but the 3rd skewed slightly SSW
4. Kevin's group manage 2 transects and had so much to record in the start first corner it was 65 minutes before we moved off. Chris Measure's traversed the edge of the Wood 20m W of baseline and squeezing across towards Sally 10m off the baseline. This may have caused a slight 10m skew NNE on the first pass.
5. Due to the size of each transit a slight overlap occurred and some records may have been duplicated.



6. The following Features were recorded:
 - a. Trees or stumps - 67
 - b. Pits – 12
 - c. Other Features – 13
7. Lessons learned issues:
 - a. GPS accuracy is questionable
 - b. Baseline starts and finishes should be recorded with GPS at start and finish of transect
 - c. Baseline starts and finishes should be given a Register number e.g 0029. This facilitates checking coverage was complete with aerial map checks on PC

8. Cameras should be check as taking Jpeg and not RAW photographs.
9. Walking the line needs a bit of practice by setting the compass sight on a fixed point in the distance and not by continually following a compass pointer.
10. We need to do a bit of work on the classification of stumps and trees to agree what should be recorded e.g. =>1m diameter record ? stump => 1m worked record as HML?
Stump => 1m not worked record as HML?
11. Pre-survey instruction sheets were useful and Register sheet worked well. Review sheet before next week.
12. Cathy and Kevin will start work on the next phase to produce a database for the register. That Register will be used to build Record sheets ready for level 2 work.
13. Kevin and Cathy have transferred the photographs and scanned copies of the field report sheets to Dropbox>Stream Leaders and Secretary shared folder for StL's to look at.
14. All-in-all everyone appeared to enjoy and fully participate in the day. It was a big learning curve but we were generally satisfied we had produced an accurate Register of Records for Sector 'E'.

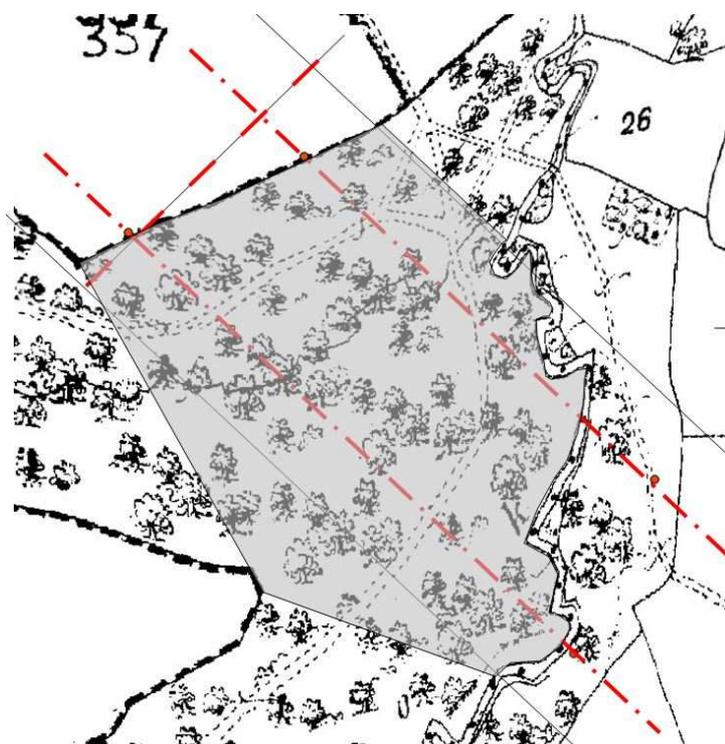
Field Survey Report – Walkover Sector F

Author - Kevin Walker

Date of Survey – 7th May 2013

Attendees – Cathy Jackson, Chris Measures, Richard Hibberd, Pauline Burnett, Kevin walker.

1. The group worked as one team of 5.
2. Baselines were recorded running as near as possible NE with 10m spacing between walkers.
3. The group manage 2 transects and decided to terminate Transect 1 at the Brook and leave the S bank of the Wood until a later date as crossing was quite steep and deep in places.
4. There were problems maintaining the transect baseline due to heavy undergrowth in places. Richard suggested we always try to maintain a N-S, S-N line. Kevin and Richard to discuss.
5. From GPS readings the following area was covered.



6. The following Features were recorded:
 - Trees or stumps - 27
 - Pits – 4
 - Other Features – 13
7. Lessons learned issues:
 - GPS accuracy is still questionable even with the new 'high receiver' unit.
 - Walking the line needs a bit of practice by setting the compass sight on a fixed point in the distance and not by continually following a compass pointer.
 - Richards classification of the stumps worked well. However, at level one if there is more than one group it would be imperative that if Richard is in one group Kevin or Chris Measures should be in the other to maintain consistency of classification.

- Pre-survey instruction sheets were useful for first time surveyors and the 'NEW' Level 1 Register sheet worked well.
8. Cathy and Kevin will start work on the next phase to produce a database for the register. That Register will be used to build Record sheets ready for level 2 work.
 9. All-in-all everyone appeared to enjoy and fully participate in the day. It was a big learning curve but we were generally satisfied we had produced an accurate Register of Records for Sector 'E'.

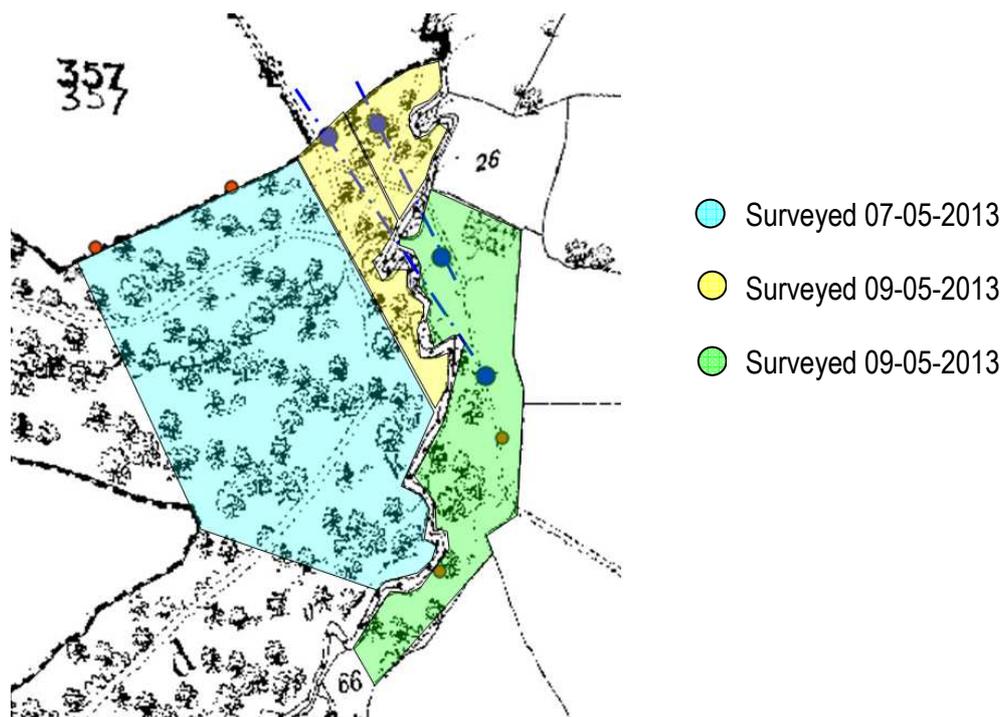
Field Survey Report – Level 1 - Walkover Sector F

Author - Kevin Walker

Date of Survey – 9th May 2013

Attendees – Cathy Jackson, Chris Measures, Richard Hibberd, Chris Brewster, Robert Allcroft, Kevin Walker and Paul Ardron.

1. The aim of today was to complete the survey of Sector F not covered on 7th May. The group split and worked as a team of 3 covering the area to the East of entrance 1 up to the boundary of Sector H and a team of 4 covering the rest of sector F South of the Brook between Sectors H & G.
2. Only 1 baseline was recorded by the first group and none by the second group due to the narrow irregular areas to be surveyed. Transects were run as near as possible parallel to the Transects on 7th May with 10m spacing between walkers.
3. Each group completed their allocated sectors. Therefore the whole of Sectors E & F are now covered by Level 1 Walkovers and the register will be updated accordingly.
4. There were problems maintaining the transects due to heavy undergrowth in places and steep embankments in places. The remaining Sectors A, B, C, D, G, H can all be covered with transects either running N-S or E-W.
5. From GPS readings the following area was covered.



6. The following Features were recorded:
 - 6.1. Trees or stumps - 26
 - 6.2. Pits – 1
 - 6.3. Other Features – 17
7. Lessons learned issues:
 - 7.1. Never be scared to query an unusual mound or dip in the ground. Group 1 recorded several innocuous 'mounds' and later asked Paul Ardron (expert guest) what they might

- be? Paul thought they may be spoil heaps but this would have to be verified in winter months when the ground cover was down. On closer inspection he unearthed what appeared to be furnace clinker. A sample was taken and hopefully Christine can get it analysed.
- 7.2. Query litter! Paul unearthed a bottle thought to be very old due to its base indentation. Everything might be evidence.
 - 7.3. Richards classification of the stumps worked well. Richards example photos and the pocket sketches were useful to new and less experienced members of the group.
 - 7.4. Pre-survey instruction sheets were useful for first time surveyors with our team and no modification appear necessary to the Register recording sheets.
 8. Cathy and Kevin will start work on the next phase to produce a database for the register. That Register will be used to build Record sheets ready for level 2 work.
 9. Group 1 took Paul Ardron to visit a few sites that may be of interest and/or need further explanation.
 - 9.1. Large flat area next to Brook (F0080). Possibly man made or natural with pits and/or interventions to E & W sides.
 - 9.2. A large piece of clinker (F0112) with red deposits (possibly lead) was found in the vicinity of the large excavation (F0080) next to the brook and close to the possible 'spoil heaps' (F0102 & F0106). Paul felt that this area needed further consideration as it could have been a significant site 'IF' the samples contain lead. Kevin to get red sample from F0112 for Chris Brewster to analyse.
 - 9.3. The 'machinery in the rivulet was cleaned and examined. The side casting had the words AUTOPED, Autoped Co. New York N Y America, Patented on the side. Paul suspects it was agricultural equipment bought just after the 2nd WW or possibly an aircraft part. Research required.
 - 9.4. Possible saw pit next to saw pit (F1037) in Pheasant Wood. Paul confirms some evidence of activity but too big for a saw pit. Accommodation, work area, storage all possibilities.
 - 9.5. Flat area with linear bank (F055 & F0050). These will be assessed by Paul on his next visit as weather conditions deteriorated.
 10. All-in-all everyone appeared to enjoy and fully participate in the day. It was a big learning curve but we were generally satisfied we had produced an accurate Register of Records for the remainder of Sector 'F'.
 11. Next survey date planned for Tuesday 14th May. Paul to confirm if he is available provided we have sufficient numbers.

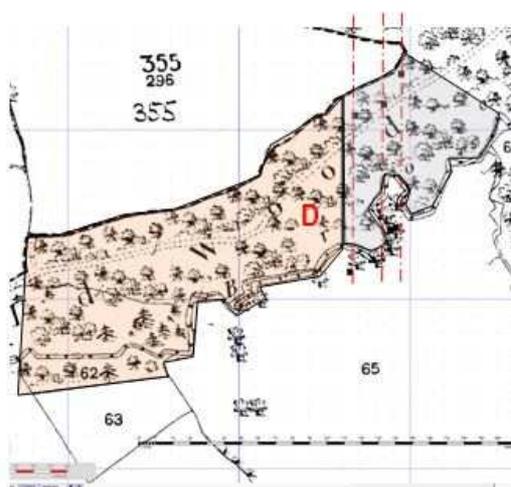
Field Survey Report – Level 1 - Walkover Part Sector H & D

Author - Kevin Walker

Date of Survey – 14th May 2013

Attendees – Kevin Walker, Avril Critchley, Chris Brewster, Richard Hibberd, Pauline Bennett and Josie Dunsmore.

1. The aim of today was start the survey of Sectors D & H. The group split into 2 groups and worked as 2 teams of 3 one starting the triangular section at the East of Sector D where it abuts Sector F and the other team surveying from the West end of Sector H heading East towards the Scout hut..
2. Baselines in Sector H were not recorded as this is a narrow strip. The 3 panned out 10m either side of the main path up to the edge of the Brook. Only the North side of the wood from the Brook was covered, the South side will be covered another day. The second group ran 2 baselines and panned across the triangular section leaving N-S transects to complete Sector D.
3. From GPS readings the following area was covered.



The grey shaded areas were completed

4. The following Features were recorded:
 - a. Trees or stumps - 26
 - b. Pits – 2
 - c. Other Features – 32 (one may be a new find of one of the mystery posts found laid down in the Brook)
5. Lessons learned / issues:
 - d. We all need to be much more disciplined at filling in the heading details on the Survey sheets and in particular the continuation sheets. We all missed things like which side of the river we surveyed, which SD card we had, which sector we were surveying etc. Missing any of these details makes it very difficult for Cathy and me to piece the details together on the database.
 - e. Double check camera settings. We may have accidentally lost some photos today. We are investigating if we can retrieve them.
 - f. The trees are beginning to leaf up so please record the species of tree, if in doubt I have produced a dozen laminated cheat cards.

6. Cathy and Kevin will start work on the next phase to produce a database for the register. That Register will be used to build Record sheets ready for level 2 work.
7. All-in-all everyone appeared to enjoy and fully participate in the day, the rain held off but the weather was cold and miserable. We are getting much more skilled in recognising the features of the wood but we must remember to do the housekeeping points re filling in all the Record sheets..
8. Next survey date planned for Tuesday 21st May. Paul has confirmed he is available if we want him that day. It may be worth while waiting until we have a list of key features we want help with. Discuss on Thursday.
9. We have sufficient numbers for the 25th May to run a survey day for people who can't attend weekdays. I will email the invites out in a few days, please spread the word, the more we get the quicker we will finish the level 1 Walkover survey.

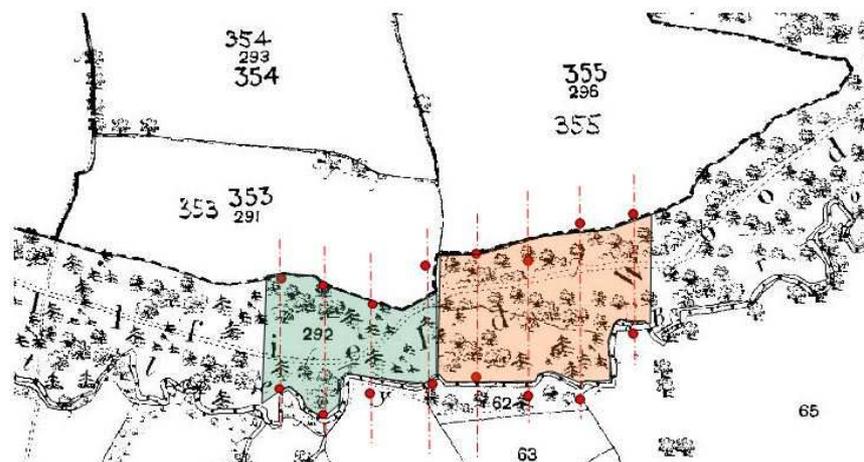
Field Survey Report – Level 1 - Walkover Part Sector H & D

Author - Kevin Walker

Date of Survey – 21st May 2013

Attendees – Kevin Walker, Felicity Manning, Chris Measures, Chris Brewster, Richard Hibberd, Pauline Bennett and Josie Dunsmore.

1. The aim of today was continue with the work started on sector 'D' working from entrance 2 moving East towards the scout Hut and to start work on Sector 'C' starting from entrance 2 working West towards the Bus Terminus.
2. There were 2x teams of 3 with Chris M swapping over with Chris B after lunch. Lunch was a good time to reflect on progress today and the progress made towards the whole Level 1 task. We have already completed over 50% of the task so if you want to join in get your name down ASAP.
3. Baselines were used to map transects from North to South in both C & D Sectors although approaching the Brook the terrain was very steep and noticeably excavated for Q-Pits and plateaus.
4. From GPS readings the following area was covered.



5. This proved to be a feature rich area with Ditches, stone walling, Q-Pits, mystery excavations and a variety of trees and stumps. The bluebells are rich and thick in places and their presence (or lack of presence in patches) combined with leaf litter has proved a good indicator of mans interventions. Well done all the volunteers and more of the same on Thursday when we will be running into some interesting stone work in the Brook.
6. The following Features were recorded:
 - g. Trees or stumps – 29
 - h. Pits – 14
 - i. Other Features – 14
 - j. Stone features - 2
 - k. Ditches, Gully's and Banks - 1
7. Lessons learned / issues:
 - l. Records were excellent this survey, well done everyone.
 - m. One group kept a straighter line on the transects. As we are working N-S and S-N the Easting's should stay the same, a point worth noting for the transect leaders.

8. Work has started on Level 2 Record sheets. The Tree section is very specialised and will require a bespoke form whereas the Pits, Other, Stonework etc can all use a common L2 form. These L2 Forms will be generated using Access Database linked to a Word form. This will allow the Stream leaders to prioritise their Stream's features and we can print off single sheets for one record for a more detailed survey.
9. All-in-all everyone appeared to enjoy and fully participate in the day, the rain held off again but the weather was cold but bright. We are getting much more skilled in recognising the features of the wood and doing the housekeeping points i.e. filling in all of the Record sheets header details and Baseline start / finish Grid Refs.
10. Next survey date planned for Thursday 23rd May. Please ensure you respond to the email invite it really helps me plan the days survey if I know numbers.
11. We have sufficient numbers for the 25th May to run a survey day for people who can't attend weekdays. I will email the invites out in a few days, please spread the word, the more we get the quicker we will finish the level 1 Walkover survey.

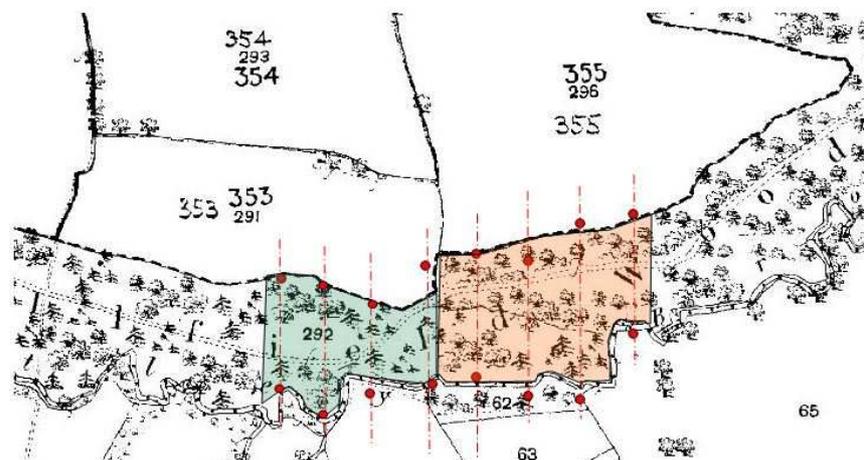
Field Survey Report – Level 1 - Walkover Part Sector H & D

Author - Kevin Walker

Date of Survey – 21st May 2013

Attendees – Kevin Walker, Felicity Manning, Chris Measures, Chris Brewster, Richard Hibberd, Pauline Bennett and Josie Dunsmore.

1. The aim of today was continue with the work started on sector 'D' working from entrance 2 moving East towards the scout Hut and to start work on Sector 'C' starting from entrance 2 working West towards the Bus Terminus.
2. There were 2x teams of 3 with Chris M swapping over with Chris B after lunch. Lunch was a good time to reflect on progress today and the progress made towards the whole Level 1 task. We have already completed over 50% of the task so if you want to join in get your name down ASAP.
3. Baselines were used to map transects from North to South in both C & D Sectors although approaching the Brook the terrain was very steep and noticeably excavated for Q-Pits and plateaus.
4. From GPS readings the following area was covered.



5. This proved to be a feature rich area with Ditches, stone walling, Q-Pits, mystery excavations and a variety of trees and stumps. The bluebells are rich and thick in places and their presence (or lack of presence in patches) combined with leaf litter has proved a good indicator of mans interventions. Well done all the volunteers and more of the same on Thursday when we will be running into some interesting stone work in the Brook.
6. The following Features were recorded:
 - n. Trees or stumps – 29
 - o. Pits – 14
 - p. Other Features – 14
 - q. Stone features - 2
 - r. Ditches, Gully's and Banks - 1
7. Lessons learned / issues:
 - s. Records were excellent this survey, well done everyone.
 - t. One group kept a straighter line on the transects. As we are working N-S and S-N the Easting's should stay the same, a point worth noting for the transect leaders.

8. Work has started on Level 2 Record sheets. The Tree section is very specialised and will require a bespoke form whereas the Pits, Other, Stonework etc can all use a common L2 form. These L2 Forms will be generated using Access Database linked to a Word form. This will allow the Stream leaders to prioritise their Stream's features and we can print off single sheets for one record for a more detailed survey.
9. All-in-all everyone appeared to enjoy and fully participate in the day, the rain held off again but the weather was cold but bright. We are getting much more skilled in recognising the features of the wood and doing the housekeeping points i.e. filling in all of the Record sheets header details and Baseline start / finish Grid Refs.
10. Next survey date planned for Thursday 23rd May. Please ensure you respond to the email invite it really helps me plan the days survey if I know numbers.
11. We have sufficient numbers for the 25th May to run a survey day for people who can't attend weekdays. I will email the invites out in a few days, please spread the word, the more we get the quicker we will finish the level 1 Walkover survey.

Field Survey Report – Level 1 - Walkover Part Sector B

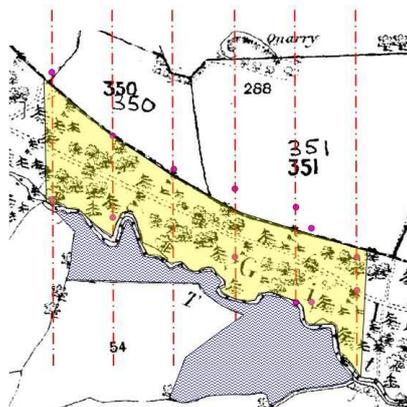
Author - Kevin Walker

Date of Survey – 25th May 2013

Attendees – Kevin Walker, Chris Measures, Richard Hibberd and Sally Goldsmith

The aim of today was start surveying sectors 'A'.

1. Oh what fun we have, chilblains on Thursday battling the hails storms the sunburn on Saturday, you could not make it up. Regardless, 5 intrepid Woodland Surveyors turned out with the usual enthusiasm and after threatening to throw the GPS devices in the Brook we got underway. The fantastic 5 managed to completely survey the North bank of sector 'B' finding 13 notable trees, a variety of 6 Pits, 2 stone features and 6 other notable features.
2. Baselines were used to map transects from North to South and South to North in although once again approaching the Brook the terrain was very steep. The Bluebells are at their best and the scent walking through the wood was intoxicating. I would recommend getting down there in the next few surveys as the next rain might flatten them..
3. From GPS readings the following yellow Sector B area was covered, the blue Sector still requires surveying.



4. This sector once again proved to be feature rich area with Ditches, stone walling, Q-Pits, mystery building remains, mounds, stone gate posts (that even Chris Measures was not aware of, that's how rare they are) and a variety of trees and stumps. The bluebells are rich and thick in places and their presence (or lack of presence in patches) combined with leaf litter has proved a good indicator of mans interventions.
5. The following Features were recorded:
 - u. Trees or stumps – 13
 - v. Pits – 6
 - w. Other Features – 6
 - x. Stone features - 2
 - y. Ditches, Gully's and Banks – 1

Lessons learned / issues:

- z. We are getting good at this, organisation and enthusiasm plus great camaraderie is proving the driving force to the task. Not many areas left to do so get your names down. The Tuesday Invitation to survey will be on its way soon.
6. Work has started on Level 2 Record sheets. The Tree section is very specialised and will require a bespoke form whereas the Pits, Other, Stonework etc can all use a common L2

form. These L2 Forms will be generated using Access Database linked to a Word form. This will allow the Stream leaders to prioritise their Stream's features and we can print off single sheets for one record for a more detailed survey.

7. All-in-all everyone appeared to enjoy and fully participate in the day, the sun shone and the 3 mascot dogs Oscar and his pals Zoobin and Elmo relished the array of titbits available from lunchboxes. One bad point they kept pinching the Badgers scout arrows made from sticks and the Badger kept getting lost!
8. Next survey date planned for Tuesday 28th May. Please ensure you respond to the email invite it really helps me plan the days survey if I know numbers.
9. Remember The Badger will hold a celebratory BBQ for the volunteers. He will send you a GPS Grid Ref for the location so come on the remaining surveys and brush up on the GPS skills or you won't find it.

Field Survey Report – Level 1 - Walkover Part Sector A

Author - Kevin Walker

Date of Survey – 30th May 2013

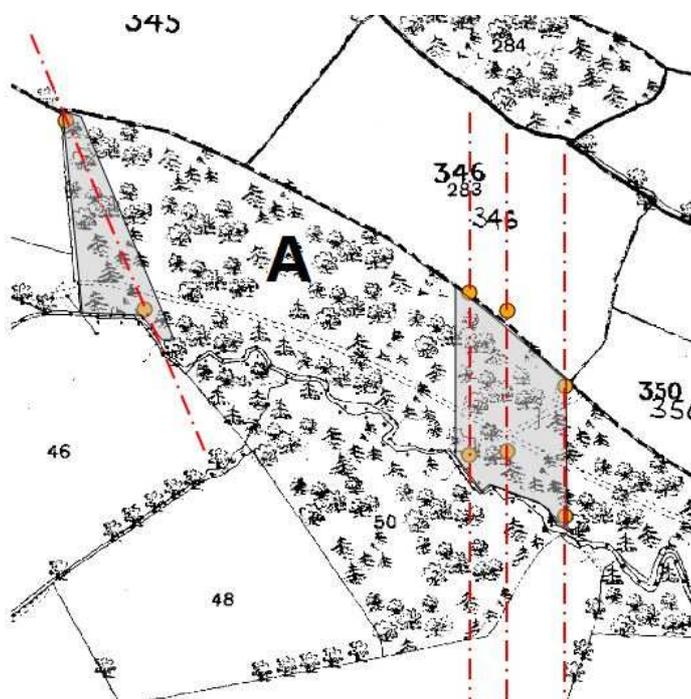
Attendees – Kevin Walker, Chris Measures, Felicity Manning, Pauline Burnett, Christine Brewster, Josie Dunsmore and Brian Farnell.

The aim of today was start surveying sector 'A'.

1. Rain had stopped play last Tuesday but we were in no mood to be defeated today. 6 Surveyors turned out with a new 'trainee' who watched in amazement as we continued to curse the GPS devices now the canopy is closing in. We worked in 2 groups of 3, one from the West end of Sector 'A' working East and the other from the East end of Sector 'A' working West towards the Bus terminus.

Baselines were used to map transects from North to South and South to North in although once again approaching the Brook the terrain was very steep.

2. From GPS readings the following parts of Sector A were covered.



This sector once again proved to be feature rich area with Ditches, stone walling, Q-Pits, stone posts and some magnificent examples of stored coppiced holly trees.

3. The following Features were recorded:

- Trees or stumps – 29
- Pits – 3
- Other Features – 13
- Stone features - 4

Lessons learned / issues:

- a. Carry lots of midge replant.
4. We near completing the Level 1 walkover surveys and there are just small sections to complete as well as the South side of the brook. I would estimate another 4/5 good survey days will see the job done.

Now our thoughts are turning to what next? Do we stop when we complete Level 1 and focus on the history / achieves or do we continue surveying to Level 2 or even Level 3 for the more interesting features? Send your views to the Badger.

5. Did you know so far we have recorded:
 - aa. Trees – 163
 - bb. Pits – 35
 - cc. Stone features – 4
 - dd. Other features – 87

Field Survey Report – Level 1 - Walkover Part Sector A

Author - Kevin Walker

Date of Survey – 04th June 2013

Attendees – Kevin Walker, Chris Measures, Pauline Burnett, Josie Dunsmore, Richard Hibberd, Gary Scholes and Avril Critchley.

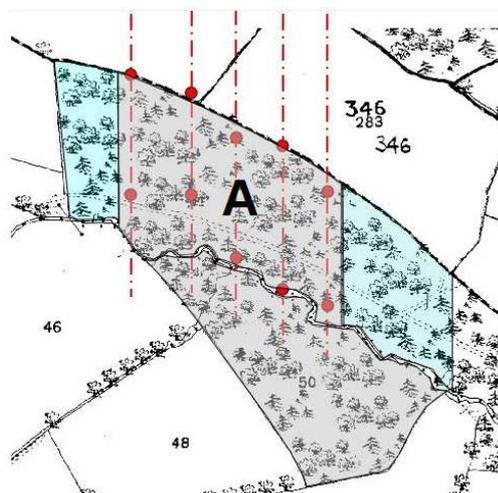
1. The aim of today was complete surveying sector 'A'.

What an effort by the 7 surveyors, steep embankments, barbed wire and unforgiving brambles. Sector 'A' North of the Brook was completed by lunch.

Lunch was taken basking in warm sunshine deep the wood and we decided to take on the South bank of Sector 'A'. Transects were not the way as this is an irregular area so we spread across the heavily wooded and holy bushed area on a walkabout survey.

The wood character was different on the South bank with more mature Oaks unusually clustered in pairs close together. There were Q-Pits (one with an unusual couple of features) and a stone feature that might be a boundary stone..

2. From GPS readings the following parts of Sector A were covered.



Sector 'A' is now complete, the blue areas were surveyed on Thursday and the grey areas were completed today. The following Features were recorded:

- Trees or stumps – 22
- Pits – 6
- Other Features – 4
- Stone features - 3

Lessons learned / issues:

- b. On the walkabout on the South bank we lost the line across the area and need to ensure we spread evenly, but it had been a long hot survey!
3. We near completing the Level 1 walkover surveys and there are just small sections to complete as well as the South side of the brook. I would estimate another 4/5 good survey days will see the job done.
 4. Now our thoughts are turning to what next? Do we stop when we complete Level 1 and focus on the history / achieves or do we continue surveying to Level 2 or even Level 3 for the more interesting features or do we do hedgerows, the ghost wood, Little Wood, the area up to the brick works? Send your views to the Badger.

Field Survey Report – Level 1 - Walkover Part Sector A

Author - Kevin Walker

Date of Survey – 30th May 2013

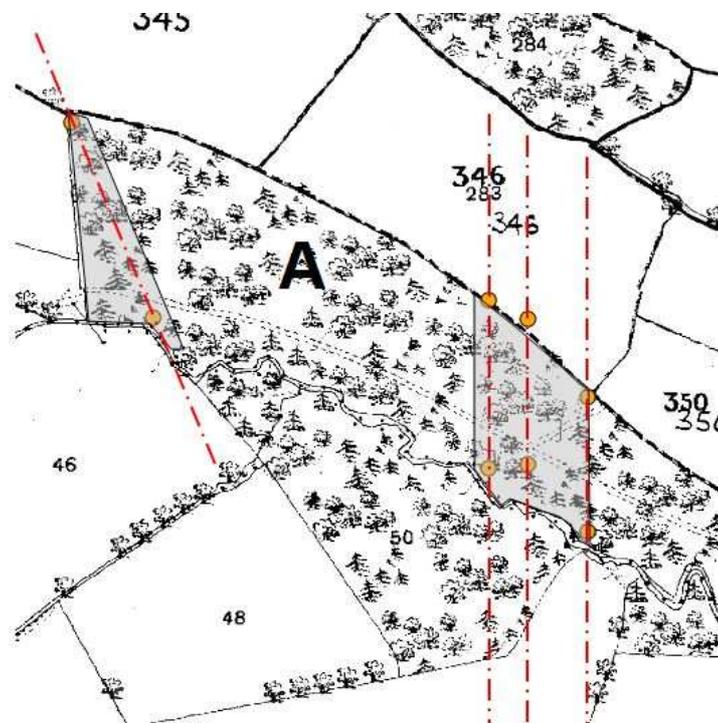
Attendees – Kevin Walker, Chris Measures, Felicity Manning, Pauline Burnett, Christine Brewster, Josie Dunsmore and Brian Farnell.

The aim of today was start surveying sector 'A'.

1. Rain had stopped play last Tuesday but we were in no mood to be defeated today. 6 Surveyors turned out with a new 'trainee' who watched in amazement as we continued to curse the GPS devices now the canopy is closing in. We worked in 2 groups of 3, one from the West end of Sector 'A' working East and the other from the East end of Sector 'A' working West towards the Bus terminus.

Baselines were used to map transects from North to South and South to North in although once again approaching the Brook the terrain was very steep.

2. From GPS readings the following parts of Sector A were covered.



This sector once again proved to be feature rich area with Ditches, stone walling, Q-Pits, stone posts and some magnificent examples of stored coppiced holly trees.

3. The following Features were recorded:

- Trees or stumps – 29
- Pits – 3
- Other Features – 13
- Stone features - 4

Lessons learned / issues:

- c. Carry lots of midge replant.
4. We near completing the Level 1 walkover surveys and there are just small sections to complete as well as the South side of the brook. I would estimate another 4/5 good survey days will see the job done.

Now our thoughts are turning to what next? Do we stop when we complete Level 1 and focus on the history / achieves or do we continue surveying to Level 2 or even Level 3 for the more interesting features? Send your views to the Badger.

5. Did you know so far we have recorded:

ee. Trees – 163

ff. Pits – 35

gg. Stone features – 4

hh. Other features – 87

Field Survey Report – Level 1 - Walkover Part Sector H

Author - Kevin Walker

Date of Survey – 13th June 2013

Attendees – Kevin Walker, Pauline Burnett, Christine Richard Hibberd.

The aim of today was survey the section of Sector H that runs from the main footpath up behind Rowan Tree Dell up to the boundary where it meets the infamous Holloway.

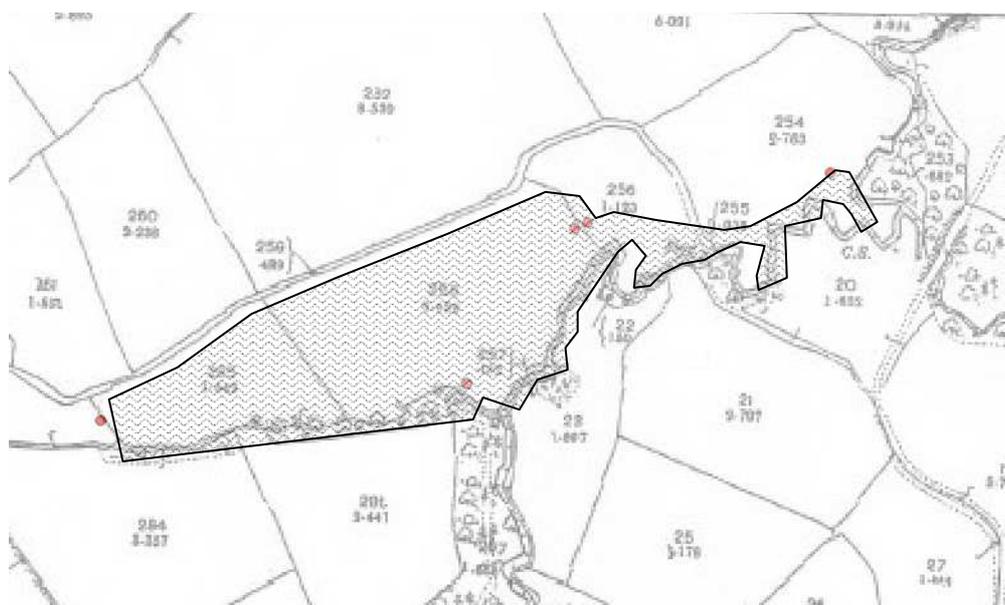
1. Baselines were not used as this is a narrow and irregular strip of the wood. The going was deep mud (and cow pats) and heavy holly in places but we found some nice examples of layered hedging and a few spectacular oaks. We worked up to the barbed wire boundary and viewed the stone gate posts, large oak trees and hawthorn hedges that denote the Holloway. We received some nervous looks from windows as we walked around with a surveyor's pole and a clip board. I hope no one got the wrong idea! Pauline kept us under tight control as we wandered around and ensured start and finish places were recorded. Kevin fell in a cow pat.

The weather was holding so we sat on the bridge and shared lunch, Oscar got a fair share and passers by took an interest in what we were doing, Richard tried to press gang them into finishing the Level 1 surveys for us, she said no so we decided to carry on towards the scout hut.

The change in the environment along Sector 'H' was noticeable with large flat areas, doubled up stored coppice trees (oak and alder mainly) and baron woodland floors in between heavy meandering of the brook. The feeling was that there has been a large amount of human intervention in this area but for different reasons to those we encountered in Sectors A-C which were pitted with Pits of various shapes and sizes. Determining what that intervention was is going to be an interesting exercise.

Thunder and torrents of rain brought an abrupt end to the proceeding. Therefore there is still more to do you lucky people.

2. From GPS readings the following parts of Sector H were covered.



Unlike other Sectors this sector lacked Ditches, stone walling, Q-Pits and stone posts but had numerous areas of 'based coppices trees, doubled up stored coppiced oak and alder and numerous flat areas.

3. The following Features were recorded:

- Trees or stumps – 0
- Pits – 1
- Other Features – 6
- Stone features - 2

4. We near completing the Level 1 walkover surveys and there are just small sections to complete as well as the South side of the brook. I would estimate another 2/3 good survey days will see the job done.

Now our thoughts are turning to what next? Do we stop when we complete Level 1 and focus on the history / achieves or do we continue surveying to Level 2 or even Level 3 for the more interesting features? Send your views to the Badger.

Appendix 3.
Archive Project
Discussion Document

**Friends of Gillfield Wood
Archive Project
Discussion Document**

Project Manager: Kevin Walker

March 2013

Index

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Executive Summary

The author has been asked by the Friends of Gillfield Wood Executive Committee (FoGWEC) to investigate options for recording information that has been researched, instigated and planned by the FoGW Group.

This executive summary is provided to give the FoGWEC members a quick overview of the recommendations, however, it is recommended that the reader takes time to read the detail of the report to establish a view to either recommend or reject the proposals.

The Friends of Gillfield Wood are an established group whose aims are to protect and conserve the wood, encourage biodiversity, learn about the wood and involve the public in events. They are involved in researching the history of the wood, surveying and mapping its flora, fauna and woodland archaeology.

This activity produces a large amount of documentation; maps, photographs reports etc. and the FoGWEC want to put a central record / archive in place to store, share and assimilate the information in a collaborative working environment working from dispersed locations.

The author is recommending a three pronged solution.

1. A central Hard Copy Archive
2. A 'Cloud' based Archive (a digital version of the hard Copy)
3. A Disaster Recovery Copy of the Cloud Archive

This will allow the group to store, retrieve, add to, update and share information on a variety of platforms anywhere and at anytime via the internet.

Very little financial outlay is required (approximately £75 for a storage device).

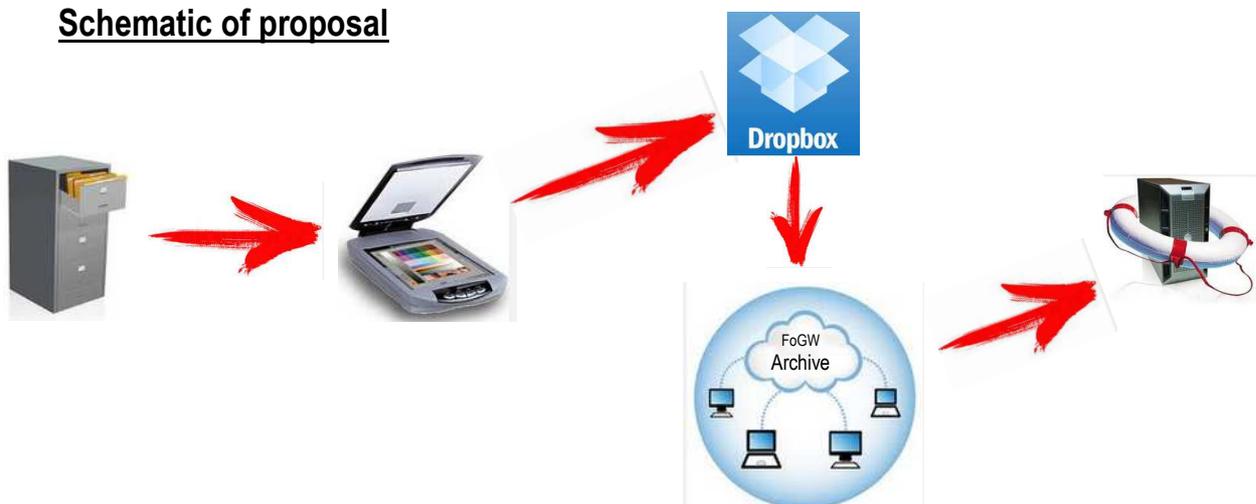
There will be an initial high level of activity required to:

- a. Gather the hard copy material
- b. Categorise the hard copy
- c. Scan the hard copy in to a digital format
- d. Set up the Cloud facility
- e. Populate the Cloud files
- f. Train individuals to use the archive

The benefits to the group would include but not be limited to:

- g. Anywhere anytime access to the FoGW information and archived information
- h. Up to date collaborative working
- i. The ability to share the information both internally and externally via the FoGW website
- j. Security and integrity of the records

Schematic of proposal



1.0 Aims of this Document

- Consider the viable and affordable options to create a central archive for documents and media relating to the Friends of Gillfield Wood (FoGW) group.
- To critically consider hardware, software, platforms, processes and procedures as to the 'best fit' option to create the above archive,
- To recommend the 'best fit' option to the FoGW Executive Committee for their approval.
- To plan the implementation of the 'best fit' option once approved by the FoGW Executive Committee.

1.1 Terms of Reference

The Archive Project Team (APT) is a sub-group set up by the Friends of Gillfield Wood Executive Committee (FoGWEC) in March 2013. The broad aims of the Project Team are to investigate, evaluate and implement systems, processes and procedures to collect, categorise, archive and make available information that has been acquired through:

1. Research of historical recorded factual and anecdotal information.
2. Research of physical (live) and documented (dead) archaeological information.
3. Existing and planned photographs for documentary purposes.
4. Historical, current and planned surveys of the Flora and Fauna .

1.2 Responsibilities of the APT

The APT group is responsible for:

1. Identifying, evaluating and recommending suitable archiving hardware / software for approval by the FoGWEC.

If approval is forthcoming the responsibilities extend to:

2. Identifying and acquiring existing FoGW data / information.
3. Devising and implementing processes and procedures to capture new data /information as it is produced.
4. Digitally reproducing the acquired data / information.
5. Retaining and preserving the hard copy in a secure central location. t See 2^1.
6. Making the digitised information available on a variety platforms on an anywhere & anytime basis.
7. Establish a hierarchy of access rights to the hard copy and digital data / information.
8. Protecting archived information with a disaster recovery / back-up strategy.

1.3 Membership

The membership of the group is open to members of the FoGW defined as those who are paid members of the FoGW or those who are invited guests/experts assisting and/or supporting the group in it aims and objectives.

Initially the APT will comprise (but not be limited to) a Project Manager, a Project Assistant and a FoGWEC advisor.

The Project Manager and Project Assistant will coordinate the aims and objectives of the APT. The FoGWEC member will advise on what material is available within the group, what information the

FoGW group are planning to produce, who will produce it and by when. This information will help evaluate the scope and magnitude of the project.

Once the scope and magnitude are established it is envisaged that additional members of the APT will be required to feed information into the APT's processes and procedures to ensure the data / information is captured and made available.

It is envisaged the additional members of the APT will be the sub group leaders of the:

- "Dead' Archaeology
- "Living" Archaeology WORKED TREES
- "Living" Archaeology PLANTS
- Archive Research

These members would facilitate feeding the APT with 'new'data/ information for archiving and/or be responsible for updating the archive directly.

1.4 Objectives:

1. To build a central archive of materials the record information about Gilfield Wood that captures
 - a. Historical information - physical and documented.
 - b. Active information - current plans, surveys etc by the FoGW group.
 - c. Planned activity - mapping projects, surveys etc.
2. To make the information available and accessible 'anytime & anywhere' in multimedia forms e.g
 - a. Hard copy
 - b. Digital
 - c. internet i web based
 - d. Cloud based
 - e. Through 'social media' platforms
3. To ensure the archive retains integrity by safeguarding:
 - a. Read
 - b. Write
 - c. Add / Delete
 - d. Disaster Recovery

1.5 Accountability

Fiscal accountability - The APT will endeavour to put forward viable options to the FoGWEC at the minimum outlay. The APT does not have a budget to acquire any hardware, software or services. However, should the proposed project require equipment and/or services that would incur an expense the APT Project Manager will submit a request, explanation and justification for any outlay in writing to the FoGWEC for approval.

Group accountability - The APT will report through the FoGWEC and to the FoGW members the Aims, Objectives and progress of the central archive. Additionally, the APT Project manager will take suggestions from members on how the archive can be improved to meet the FoGW Group objectives. The FoGWEC will be the 'owners' of the archive and its contents in their entirety. Any request to add, delete and or change information in the archive must be approved by the FoGWEC, the Keeper of the Archive or by one of the authorised editors.

2.0 Archive Architecture

It is envisaged that there will be three arms of the Archive:

1. Hard Copy version of original documents, photographs, video's, maps, surveys etc.
2. Digitised 'Cloud' version of the Hard Copy stored on a central 'Cloud' storage facility for access anywhere / anytime for authorised users.
3. Digital disaster recovery copy of archive on an external storage media.



2.1 Hard Copy Version (HCV)

The hard copy version would ideally be as many original documents (historical, content and proposed) as possible held in a central 'safe' and accessible location e.g Sheffield Archives to ensure it is a legacy to future generations / parties interested in the aspects of Gillfield Wood.

However, for the purpose of this groups project it is envisaged that a simple hard copy file system held by the 'Keeper of the Archive' is a good starting point, once the digital archive is created decisions can be made as to what is done with the hard copy material.

The hard copy should contain as many original or copies of original documents as possible collected together in one place and categorised / filed to facilitate access, interrogation and reference. Part of the Archive Project should include creating a number of 'Areas of interest' (AoI) to the group along the lines of Richard Hibberd's 4x Archaeological groups. These are discussed in section 2.3.

The initial HCV of the project can be a Greenfield start i.e, only new information is added to start with. Historical documents can be added over a period of time to fully populate the HCV of the archive. Once fully populated and the digital version reflects the HCV a decision can be taken as to where to store the HCV that in the main will be redundant.

The hard copy will serve to feed the creation of a digital 'Cloud' archive by scanning all available data to the Cloud. See 2.2 Below,



2.2 Digitised 'Cloud' Archived Version (CAV)

From the outset the author acknowledges that IT skill/knowledge levels vary considerably within the FoGW group membership. With that in mind it is also acknowledged that not all readers of this project report will understand the concept of the 'Cloud'.

A key element of the archive projects success is to ensure that all of those involved are given the opportunity to increase their IT skills and knowledge to a conceptual level of terms like Cloud computing, Cloud storage, anywhere anytime access etc. This issue is covered in section 2.4 and in the recommendations on page 10.

The Cloud Archive Version is to the author the key element in the projects success. A CAV will give the authorised members of the group, stakeholders, individuals, organisations access to the Archive anywhere in the world at any time. The FoGW and the work that they have undertaken, researched and documented will become globally available.

The CAV will be created initially from the HCV by scanning and photographing documents into a digital format. These digital documents will then be deposited with a proprietary 'Cloud' provider (e.g. Gmail Drive, iCloud, Drop Box)

Once the CAV is created it can be given access rights by the Keeper of the Archive to limit who can see, read, write, edit add and delete information, Once created the archive will be accessible from any PC linked to the internet or via a mobile 'smart' device e.g. phone, tablet, Blackberry etc.

Example of how the CAV can be used - A FoGW member who is creating a survey sheet can create the sheet at home on their PC, save the work to the CAV, visit the wood, open the survey

There are several reasons for this recommendation, these include but are not limited to:

1. We can have a 2Gb Dropbox / Cloud free of charge. Additional storage up to 100Gb can be purchased but is very expensive for our needs. However, additional storage up to 16Gb can be 'earned' by recommending the product to other users (0.5Gb / recommendation). I propose we start with the free version and invite up to 28 FoGW members with a valid email address to join Dropbox. If they download the free package we would earn an additional 14Gb of free Cloud storage.
2. We can store all our data in the Dropbox / Cloud and give those that require access the rights to use the information. If a user updates or adds information an email notification goes to the authorised users and when they open their Dropbox they will see the very latest version of the document. This can be done on any PC, Tablet, Smart Phone, Blackberry etc provided the user is authorised. It can be accessed anywhere there is an internet link at anytime of day giving the group up to the minute access to a collaborative archive.
3. Several of the FoGW members are already fully aware of Dropbox and its ease of use.
4. Anecdotal reviews and reports rate the product highly with 2 caveats:
 - a. Some question the validity of their free business model. However, if they do cease trading we have a DRV (see section 3.0).
 - b. There was a security issue regarding their software last year. However, the company have issued reassurances that the issue was fixed.

3.0 Digital Disaster Recovery Version (DRV)



Disaster Recovery is a doomsday scenario for the archive.

If we consider that we have the option to keep the archive as simple as possible as a hard copy version only either in several locations or in one central location. If there was a fire, flood, burglary etc the hard copy could be lost forever.

If we consider using both a hard copy version and a Cloud version of the archive there is a much reduced risk of total data loss. However, poor housekeeping at the outset or years away could result in the HCV and CAV being kept in the same place and possibly suffering catastrophic loss or damage.

To counter this reduced risk it is common practice to back up organisations information digitally and keep the back up copy away from the originals. Therefore, if there is a catastrophic loss the organisation can retrieve the DRV and upload the information onto new PC's thus ensuring they can continue from the last back up point. A good example of this concept is the 911 terrorist attack on the World trade Centre. Companies with a DRV of their work were able to set up their business as usual at a new location within days whereas those without a Disaster Recovery Plan were unable to offer business as usual.

4.0 Security

There are two key aspects of security to consider:

Access – who has the permissions set up to access the archive, can they just view or edit, add, delete information?

The HCV of the archive only has 1 level of security, a locked filing cabinet. However, depending on the proprietary system chosen it is possible to limit access to just read, read & write, read write and add or read write add delete. This would afford a higher level of security to maintain the integrity of the archive. It must be said however that at this stage the author is unsure as to the levels of access that can be dictated on the 'free versions' of cloud storage, it may just offer you can or cannot access the archive,

Viruses and Hacking / Unauthorised access - The CAV is without doubt at risk from infections, viruses, worms, Trojans, Malware etc, particularly when more than one input device is used. Therefore, housekeeping processes and procedures should ensure that those with access to the CAV should have a virus software program installed on their computer. Additionally, the Keeper of the Archive should routinely scan the CAV and the DRV with anti-virus software. AVG is a free basis anti-virus software package that is highly recommended

5.0 Hardware

PC's, Tablets, Smart Phones, Blackberry etc - it is envisaged that all participants will either have or have access to a suitable device to connect to the internet. Therefore, there are no financial implications regarding hardware.

Scanner - To digitise documents there are 2 pieces of equipment scanners and digital cameras, It is envisaged most if not all of those responsible for digitising the HCV to a CAV will either their own or access to suitable equipment. Therefore, there are no financial implications regarding hardware.

External Hard Drive - It is envisaged that if the recommendations are approved by the FoGWEC a suitable external hard drive will be required to store the DRV of the archive. This would involve an outlay of approximately £75.00 for a 1Tb drive.

6.0 Software

Cloud Storage - as discussed in 2.4 above the proposed Cloud storage supplier offers a 'no cost' option that should meet the FoGW groups needs.

Word Processing, Spreadsheet, Email etc - it is envisaged that all participants will either have or have access to a suitable device to suitable compatible software, if not a 'free' Microsoft Office compatible suite is available called Open Office. Therefore, there are no financial implications regarding software at this stage. However, as part of the project the FoGWEC might want to investigate a Timeline software package to deposit in the CAV.

7.0 Skills and Knowledge

Most members appear to be computer 'savvy', However, relatively new concepts like Cloud computing, Cloud storage, collaborative working, disaster recovery, file architecture etc may be beyond some individual's skill / comfort levels.

Therefore, the author recommends a series of short workshops to raise the skills of anyone wanting to work on the archive project, These would only need to be a 1-2 hour session with presentations and handouts to give users the understanding and skills to work on the archive.

There should be few associated costs (paper, ink expenses etc) with training. Overview training can take place through 15 minute presentations at committee meetings or workshops. One-to-One sessions can be held at the authors house or the recipients house,

8.0 Recommendations

| No. | Recommendation | Who | When |
|-----|--|--------|-------|
| 1 | Project Approval | FoGWEC | April |
| 2 | Produce full project plan incl. Processes & Procedures | KW | April |
| 3 | Present concept to Leaders of Areas of Interest | KW+L's | April |
| 4 | Purchase hardware | RH/KW | Tba |

| | | | |
|---|----------------------------------|--------|-----|
| 5 | Set up Cloud version on internet | KW | Tba |
| 6 | Leader training | KW+L's | Tba |
| 7 | HCV collation | KW+L's | Tba |
| 8 | Scan HCV to CAV | KW | Tba |
| 9 | | | Tba |
| | | | Tba |

Definitions and Acronyms

Documents – paper based media including but not limited to letters, reports, articles, photographs, photocopies etc

FoGWEC – Friends of Gillfield Wood Executive Committee

HCV – Hard Copy Version

CAV – Cloud Archive Version

AoI – Area of Interest

HLF – Heritage Lottery Funding

AoS – All our Stories

Gb – Gigabyte

Tb – Terabyte

Appendix 4

Sample Photographs

Worked Tree



Potential Q-Pit (stalk nearest range pole)



Potential Saw Pit



Elephant's foot



Other (Ironworks)



Stored Coppice



Layered Hedging



Stonework (unknown use)

