



Dear Archives Research Volunteer,

Many thanks for signing up to contribute as part of the 'Secrets of the High Woods' archive research programme; your research will be a part of a fantastic collection furthering our understanding of the High Woods landscape.

This is an introduction pack that will get you up to speed on volunteering with the archive team.

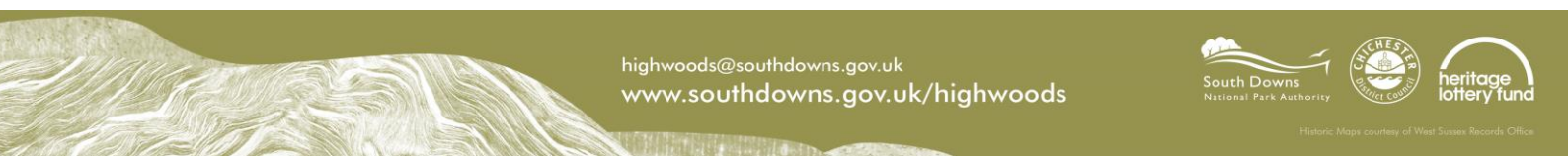
This pack includes:

How to sign up to archive sessions with the project, a quick 'how to' guide for conducting research in the archives, a review of the different sources and research topics available and a look at how your research can input to the project.

Finally, the Secrets of the High Woods team would like to thank you for your contribution to the project and hope you have fun researching with the team!

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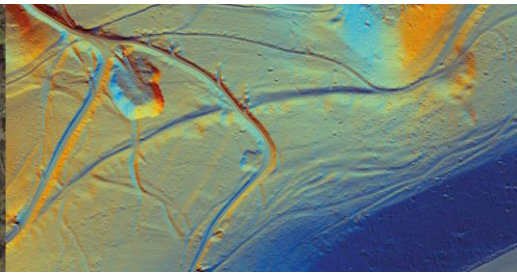
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SECRETS OF THE HIGH WOODS

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About the Project

‘Secrets of the High Woods’ is a Heritage Lottery Funded community archaeology project focused on revealing the hidden history of the Wooded Downs.



The Team



Sarah Rance-Riley,
Project Manager



Caroline Adams, Archive Consultant



Alice Thorne, Lidar Data
and Mapping Officer



Gillian Edom, Oral History Consultant



Kimberly Briscoe,
Community Archaeology
Assistant

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Project Area

The project covers an area of wooded landscape in Hampshire and West Sussex located between the A3 and the River Arun.



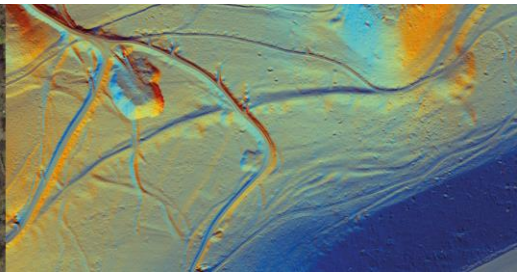
Our Aims

- **Explore** the cultural heritage of the wooded downs, using both cutting edge technology and traditional techniques. Doing this will help us to better **understand** how human interaction with the landscape has changed over time.
- **Engage** the public with the heritage of the area through a range of **volunteering** opportunities and **activities** such as guided walks. We will also be creating online **resources** including an e-book and summarising the results of the project in a travelling exhibition.
- **Train** professionals including **landowners, foresters and other people working in the woods**, alongside local **government and commercial archaeologists** in the use of LIDAR data to ensure an increased understanding of and respect for heritage sites. This will lead to enhanced future management of the sites.



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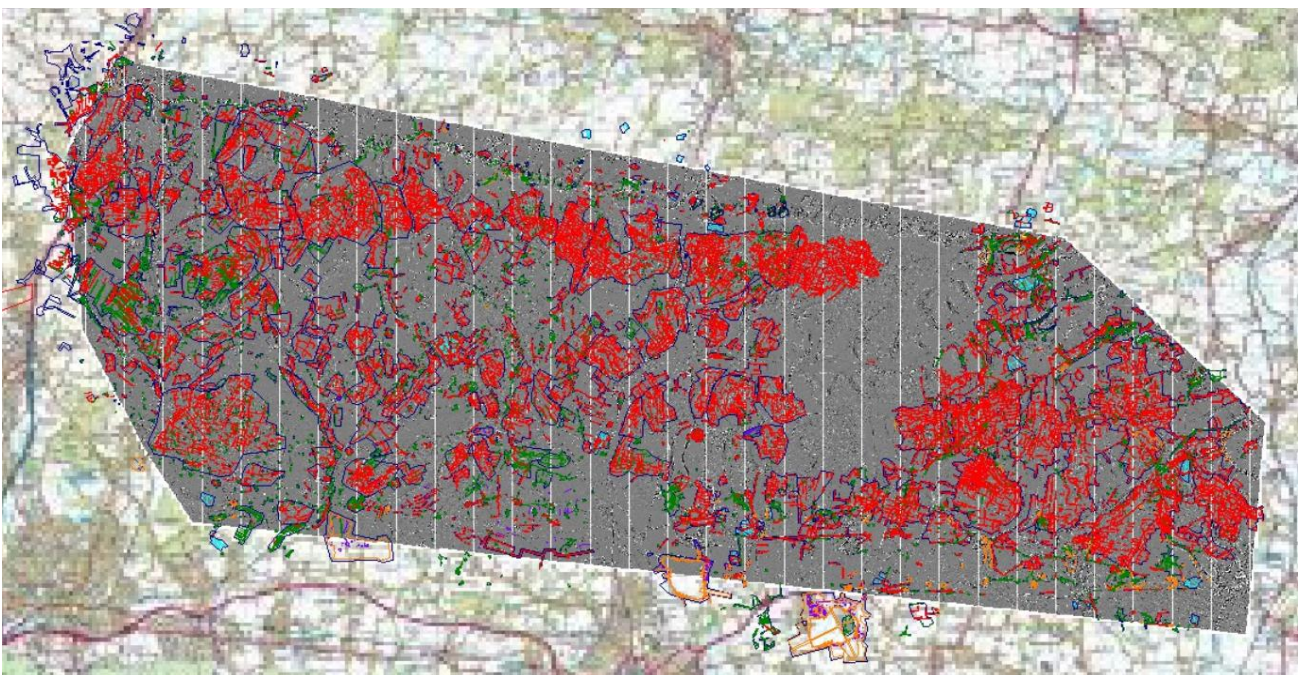


The Lidar Survey

In March 2014, the project captured 305km² (30500 hectares) of laser scanned data across the survey area at 0.25m resolution.



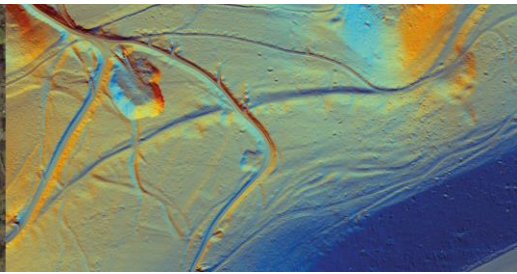
Many features have been revealed to date, and transcription of all archaeological features commenced in October 2014.





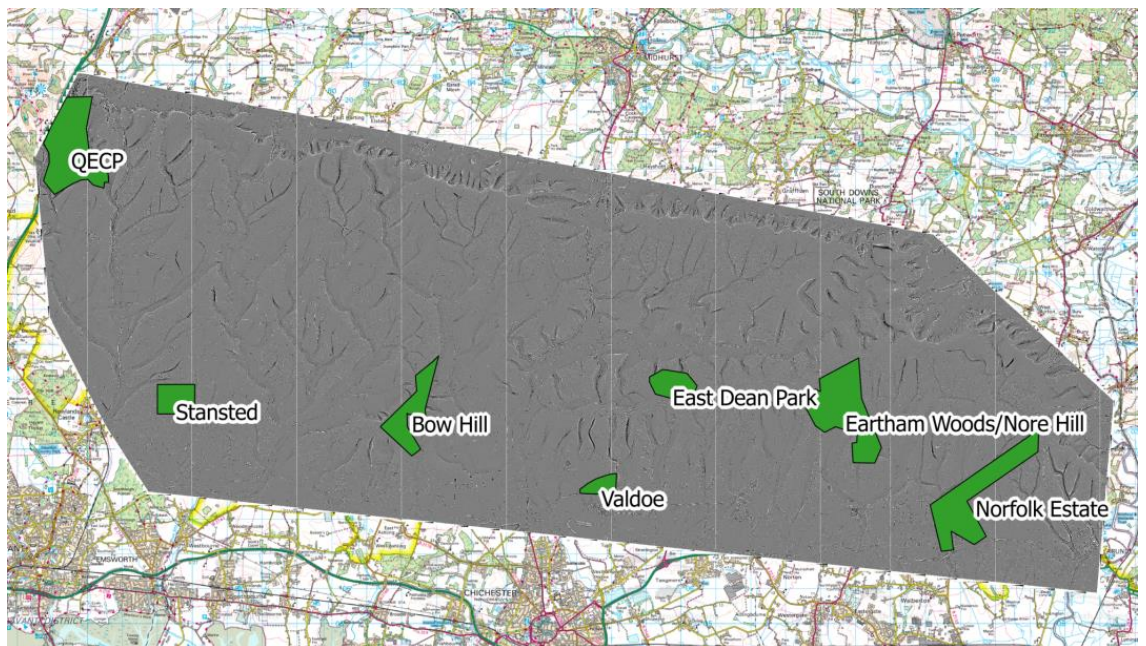
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Fieldwork

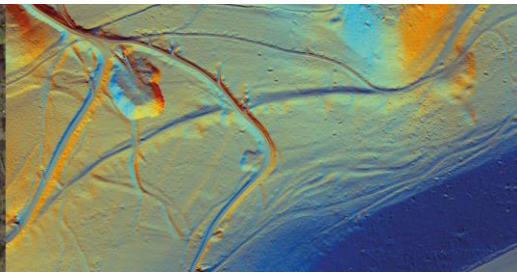
Volunteers have been working at a number of sites over winter for field verification of (ground-truthing) features identified by the survey...





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Archival Research

...and are now working with documentary, photographic and cartographic sources to research and contextualise the results of fieldwork.



Oral History

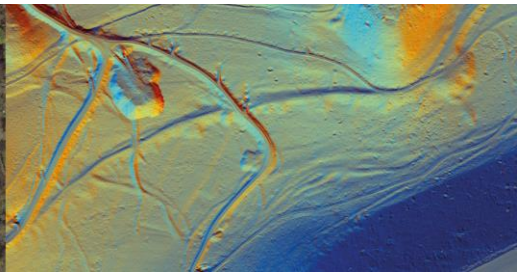
Volunteers are also undertaking Oral History research, to record the memories and thoughts of people who have worked and lived within this landscape.





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Find out more

Website: www.southdowns.gov.uk/highwoods

Email: highwoods@southdowns.gov.uk

Phone: 03003031053

Follow us on Twitter: [#SecretsHighWoods](https://twitter.com/SecretsHighWoods)

What is LiDAR?

Airborne Laser Scanning is remote sensing technique that allows the collection of topographic (ground height data) over large areas of landscape using a sensor mounted on a plane or helicopter.

The basic principle of laser scanning as a survey tool, relies on the ability to calculate the time taken by a beam of light to travel from the sensor to the reflecting surface and back.

The sensor scans in a direction perpendicular to the direction of flight, creating a swath of point measurements. The cloud of data points collected can then be used to create high-accuracy surface models of the landscape. These data, usually collected for environmental or hydrological purposes, have also proven to be exceptionally useful for identifying archaeological features.

Unlike aerial photography or digital spectral imaging, ALS is an active remote sensing technique. Measurements are taken using light emitted from the sensor unit

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Scheduled Archival Research Sessions

Welcome to the Archive Research Team!

Thank you for joining the Secrets of the High Woods Archives Team. The team are a group of keen volunteers who help research a variety of periods, locations and themes running through the project area.

Research with the project consists of:

Once a Week Archives Sessions, Monthly Meetings and expert led **Research Workshops**.

You can come to any of these, some of them and you certainly don't have to attend them all!

Weekly sessions:

Held at West Sussex Record Office, 3 Orchard Street, Chichester, PO19 1DD

These **weekly sessions** are limited to 7 volunteers and alternate between:

Tuesday Morning:

9.30 – 12.30 am

Thursday Afternoon:

1.30 – 5pm

Monthly Meetings:

Monthly Meetings provide volunteers the opportunity to

- Meet fellow volunteers
- Update on individual projects
- Share resources and direct research towards the final project outputs

Monthly Workshops:

Monthly 'Workshops' are focused sessions, led by an experts in the field on particular themes being researched by volunteers held at the **South Downs Centre, Midhurst GU29 9DH**.

They consist of:

- A themed Talk by an expert in the field
- A Question and Answer session with the expert. (See Workshop Schedule to find out more)

How to sign up for archive sessions

To sign up to sessions we will provide you with a **login** to the website '**yourvolunteers.com**'.

Yourvolunteers.com is a website that allows you to **view and sign up** to volunteering sessions.



Using the Your Volunteers website to sign up for sessions

To sign up to sessions we will provide you with a **login** to the website '**yourvolunteers.com**'.

Yourvolunteers.com is a website that allows you to **view and sign up** to volunteering sessions.

Yourvolunteers.com requires a modern web browser (chrome, firefox, safari).

If you haven't one installed, we recommend downloading firefox from www.firefox.com

This Guide will show you how to:

- Log in to Yourvolunteers.com for the first time
- [View and Sign up to Archive days](#)
- [How to see what you've signed up to and remove yourself from a shift](#)
- [Learn to log the hours you work at home](#)

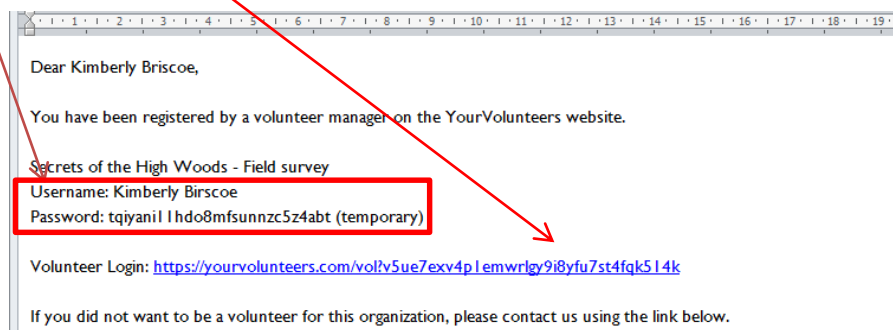
Logging into yourvolunteers.com for the first time

After receiving this pack you will receive an email from **yourvolunteers.com**.

This email will contain your Username, Temporary Password and temporary link to the site.

Please check both your inbox and your spam box for the invitation

1. Please follow the **link to the site**
2. Enter your **Username and Temporary password**





3. Click 'I Accept' to the Terms and Conditions.

Users of YourVolunteers.com provide their real names and information. If you have access to this information, you agree to not use this personal information for any other purpose besides those related to the specific event for which the user has volunteered. You also agree to not create accounts for anyone without that person's permission. You will not share your password, let anyone access your account, or do anything else that might jeopardize the security of your account or the account of another person.

4. Protecting Other People's Rights

You will not post content or take any action that infringes someone else's rights or otherwise violates the law. The administrators of YourVolunteers.com can remove any content that you post if we feel that it is inappropriate in any way. You will not post any content or distribute printed content that may infringe on another person's rights to protect their identity without their expressed permission.

5. Protecting Our Rights

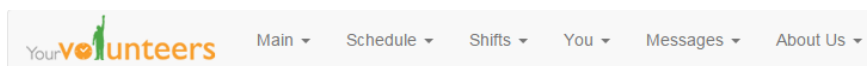
You agree you are not using this site to create a clone of this system and will not use our copyrighted content in similar systems. You agree that you will not intentionally perform actions seeking to collect the information of our users, disrupt the performance of our system, or otherwise do harm to our company or our users.

6. Definitions

By "us," "we" and "our" we mean YourVolunteers.com, Primary Key Technologies, Inc., and/or their affiliates.

[I Accept](#)

4. Enter your temporary password from your email and create a new password.



CHANGE YOUR PASSWORD

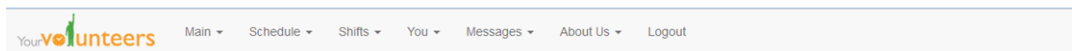
Enter your old password and your new password twice. This information is transmitted securely to our servers.

Old Password*

New Password*

Re-enter New Password*

5. You have now reached your Dashboard:



ARCHIVAL RESEARCH SECRETS OF THE HIGH WOODS (HIGHWOODS)

Video: Overview (3:11)

New! Find shifts by location. Select Shifts -> Scheduled Shifts by Location from the menu.

From Your Volunteer Managers:
They had nothing to say.

UNLOCKED. Volunteers are able to change their schedules.

Schedule Wizard

Summary Report

Past 30 Days

0 Shifts

0.00 Hours

Last Four Months

January

February

with



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How to view and add yourself to upcoming Sessions.

1. To view upcoming archive sessions:
2. Click **'shifts'** then **'Scheduled shifts by Calendar'**

3. You are now on the page below **'All Scheduled shifts'**. You can now see **Upcoming Archive days** known as **'shifts'** Click on a shift

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6



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- You will be taken to a page showing you the archive session on that day. Click **'SELECT'** to assign yourself to a Shift

Groups: If groups are used for a particular shift type, you will need to be in that group in order to add the shift to your schedule. You can contact your volunteer manager if you wish to be added to the right group for the shift.

Interests: If interests are used for a particular shift type, whether or not you have a matching group will not restrict you from adding the shift to your schedule.

Please note that our system logs when you add or remove a shift and that information is available to your volunteer managers.

From Your Volunteer Managers:
They had nothing to say.

[← Back to Calendar](#)

	Date and Time	Shift	Needs Volunteers	Matching Groups	Matching Interests	Conflict
Select	Tuesday, May 5th 2015 09:00 AM - 12:00 PM	Monthly Archives Meeting Lead: Caroline Adams	Yes	Not Used	Not Used	No Conflict

- A small box will** appear showing more details about the **location and a description of the day**. Click **'Add'** to sign up to the session.

Archives Research Intro Day ✕

Start: 2015-04-20 10:00 AM
End: 2015-04-20 02:00 PM
Location: South Downs Centre, Midhurst
Lead: Secrets of the High Woods

Introduction to Archival Research with the Secrets of the High Woods project.

This shift still needs volunteers.
You do not have a conflict with this shift.
This shift does not have group restrictions.

[Close](#) [Add](#)



Congratulations! You have now been assigned to an Archive session!

MONDAY, APRIL 20TH 2015

Select anywhere within the date to view the shifts for that day. Please note that using the Back to Calendar button will work better than using your browser's back button.

If the volunteer focus is not locked, you can remove an upcoming shift from your schedule by selecting Schedule -> Your Schedule from the menu. If it is locked, you will need to contact your volunteer manager.

Groups: If groups are used for a particular shift type, you will need to be in that group in order to add the shift to your schedule. You can contact your volunteer manager if you wish to be added to the right group for the shift.

Interests: If interests are used for a particular shift type, whether or not you have a matching group will not restrict you from adding the shift to your schedule.

Please note that our system logs when you add or remove a shift and that information is available to your volunteer managers.

From Your Volunteer Managers:
They had nothing to say.

[← Back to Calendar](#)

	Date and Time	Shift	Needs Volunteers	Matching Groups	Matching Interests	Conflict
Select	Monday, April 20th 2015 10:00 AM - 02:00 PM	Archives Research Intro Day Lead: Secrets of the High Woods	Yes	Not Used	Not Used	Assigned

Viewing upcoming archive days you have signed up for.

To view the sessions you've signed up for:

1. Click on **Schedule** and Select **'Your Scheduled Shifts'**

Select anywhere within the date to view the shifts for that day.

From Your Volunteer Managers:

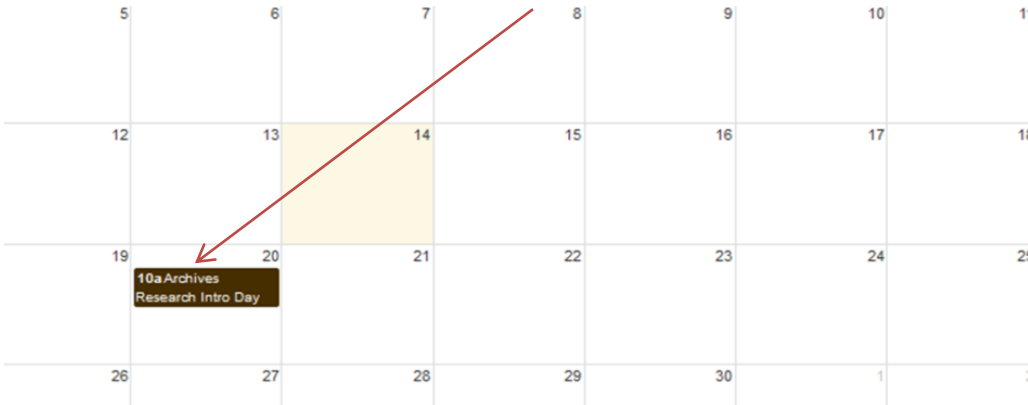
NOVEMBER 2014



SECRETS OF THE HIGH WOODS

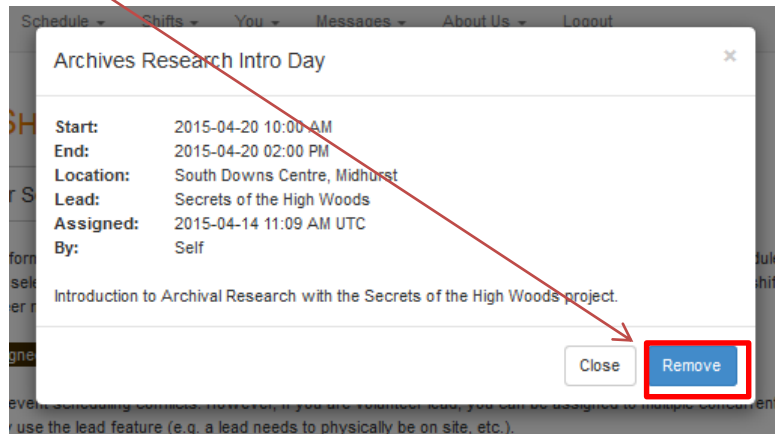
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2. Scroll down to the date, Click on the **date** for more details about the day



3. This box will pop up with all the details for the archives session.

If you can no longer make the session you can **remove yourself** from the day by clicking **'Remove'**.



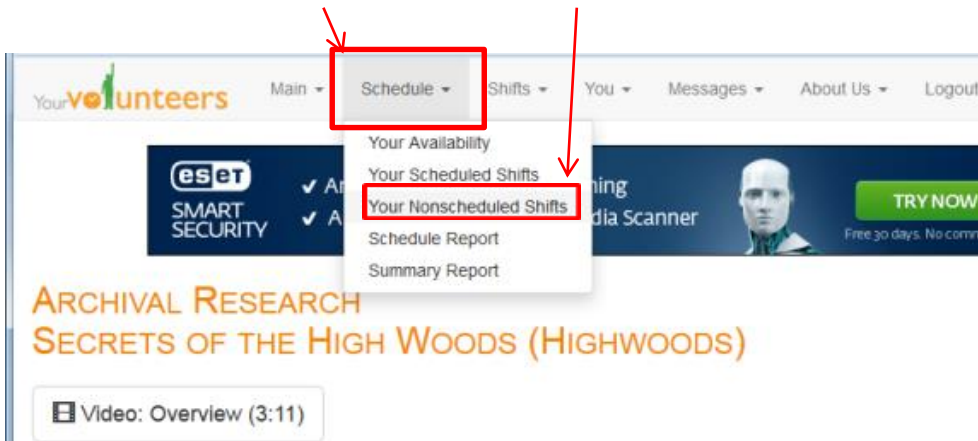


How To Log Your Hours out of the Archive

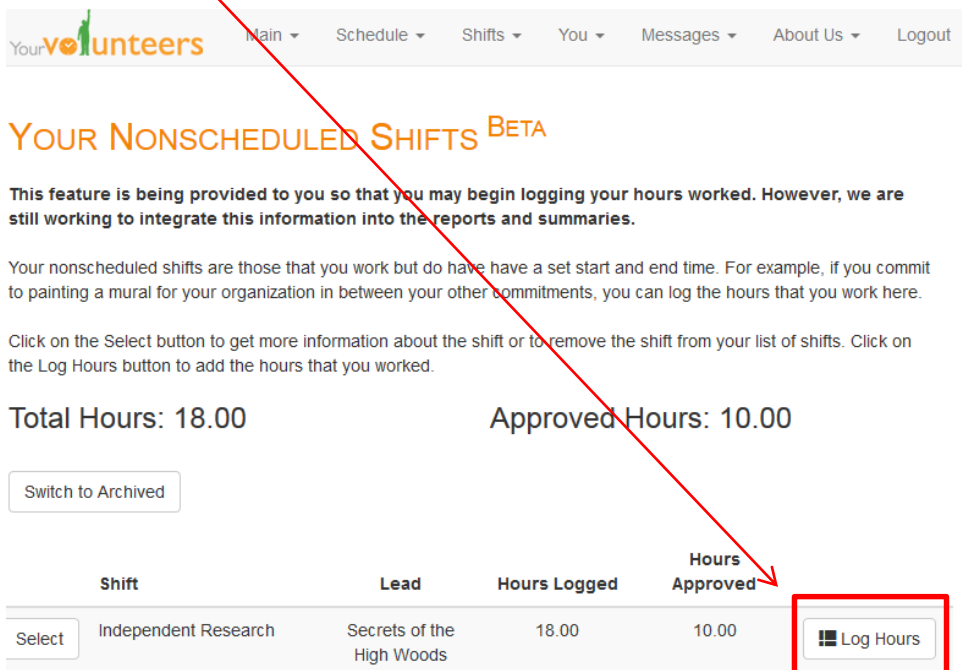
Non – Scheduled shifts help us note when you are working outside of Meetings and set Archive days. If you complete a couple of hours of research at home or in the Archives out of our sessions, documenting them here shows can show how hard you are all working. This allows us to credit your hard work in further awards and with the HLF.

To log your hours outside of our sessions

1. Click on **'Schedule'** and then **'Non scheduled Shifts'**



2. Click **'log hours'**





3. To log your hours click **'add a tracking record'**

yourvolunteers.com/vol/schedulenontracking?i=15t2ya8f1tv166hcr

Search

Most Visited Getting Started Citrix XenApp - Logon Outlook Web App Google logo logo HER

Your volunteers Main Schedule Shifts You Messages About Us Logout

YOUR NONSCHEDULED SHIFT TRACKING

← Back to Your Shifts Not Scheduled **+ Add a Tracking Record**

This feature is being provided to you so that you may begin logging your hours worked. However, we are still working to integrate this information into the reports and summaries.

Use the Add a Tracking Record button above to add the date and times worked on this nonscheduled shift. When you add a tracking record, a volunteer manager will need to approve your entry. If you need to change the record or delete it, contact your volunteer manager.

Total Hours: 18.00 Approved Hours: 10.00

Started	Ended	Hours	Approved	Added By
2015-04-15 09:00	2015-04-15 02:00	5.00	Yes	Self

Service Management
Reduce Revenue Leakage Increase Billable Utilisation Today

4. This pop up will appear:

5. Fill in the **date, start and end time:**

(Bear in mind that yourvolunteers.com is American e.g. 14:00 = 02.00 PM)

6. Once completed click **'Submit'**

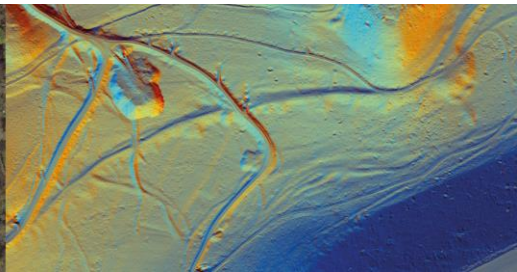
Tracking Record

Date: 2015-04-15

Started: 09:00 AM E.g. 08:30 PM

Ended: 02:00 PM E.g. 10:15 PM

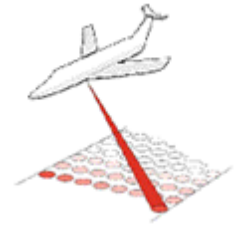
Close Submit



Archival Research Themes

Introduction and Purpose

The “Secrets of the High Woods” project aims to investigate the historic landscape of the Wooded Estates Landscape Character Area of the South Downs National Park using airborne laser scanning, field survey, archival and photographic research and oral history.



Research themes have been drawn from the project Research Agenda, and have been directly informed by the results of the 2014/2015 fieldwork season. This document outlines a number of research themes which are currently being investigated by project volunteers. This list is not exhaustive, and volunteers are encouraged to discuss research ideas with the project team.

Theme	Theme
Landscape	Place-name evidence for mapping land-use (woodland, settlement, open areas) within project area <ul style="list-style-type: none"> Place-name etymology and mapping
	19 th century, WWI and WWII activity within project area. Case studies include: <ul style="list-style-type: none"> Stansted The Valdoe Kingley Vale
Settlement and Communications	Deserted / shrunken medieval settlement <ul style="list-style-type: none"> Project wide
	Communication routes: <ul style="list-style-type: none"> Stane street and associated track ways
Experiencing the Landscape	Landscape of the project area through literature and art <ul style="list-style-type: none"> Art and Literature Folk songs
	The free chase of Arundel and its associated Medieval deer parks. Case studies include: <ul style="list-style-type: none"> East Dean Park
Land ownership and management	Estate development and economy. Case studies include: <ul style="list-style-type: none"> Halnaker Goodwood Uppark Stansted
	Industrial activity within the project area: <ul style="list-style-type: none"> Buriton Lime Kilns
	The history and enclosure of common land <ul style="list-style-type: none"> The Gumber
Woodland Management and use	Management of the estate woodland, historic ecology



Guide for Documentary Research

These notes are intended to help volunteers on the documentary research for the Secrets of the High Woods project. They are based on visiting West Sussex Record Office, but if you want to extend your research, we can help you do that too.

When you arrive at West Sussex Record Office, you will need to take a little time to get ready. The receptionist will ask you to put your stuff in a locker (see below), and hang up your coat. Umbrellas, walking sticks, bags etc, are not allowed in the searchroom.

You will also need to obtain a **reader's card**. Then you need to sign in the yellow book.

The receptionist will explain that the door to the searchroom is kept locked – she will let you in, and a member of the searchroom staff will let you out. This is for security reasons – what you are about to see is unique.

Reader's cards

West Sussex Record Office does not have electronic registration, so you need to obtain a reader's card on your arrival. You will not be able to look at original documents without one.



Please bring two forms of identification with you, showing:

(1) **Your current address**, and (2) **Your signature**.

- A driving licence will have both;
- A utility bill will have (1) and a banker's card will have (2).

The receptionist will ask you to fill in a form and issue you with a card – it only takes five minutes.

Once you have this card, it will give you access to most local county record offices (but not The Keep in East Sussex, unfortunately) and lasts four years. It is free.



Using Original Documents

Original documents are looked at in a secure environment.

Record Offices will ask you to:

- **Use your reader's card to order documents** (manually or electronically) and show it when you collect the document - or hand it in when you order a document (you retrieve it when all documents have been handed back).
- **Use pencil only** – some record offices don't like pencil cases or rubbers either; West Sussex Record Office allows both.
- **Not to take folders into the searchroom** – just the notebook you need and loose sheets of paper.
- **Not to take mobile phones unless switched off** - or cameras – they are very hot on this. NO PHOTOGRAPHY – see below.
- **Not to take in food or drink** (including sweets and cough sweets); or coats, bags, cases etc. There will be lockers in the reception area at West Sussex Record Office, where you will also have to complete registration and sign in. You will need a pound coin for the locker, which will be returned to you when you return the key. The Record Office has a coffee machine and confectionary for sale, and a tea room to eat in. There is a good wine bar round the corner, and plenty of eating places in town.
- **Handle documents carefully with clean hands** (seems obvious until you have watched other people!) and no licking fingers to turn over pages!
- **Use support for the document**, such as book rests, 'pillows' foam supports, 'snakes' and weights

Ordering documents

You can search West Sussex Record Office catalogues online, either from home or when you get there. You can order documents from home by email, but it's not necessary. There are computers in the searchroom, and the catalogues are also in hard copy, which is sometimes easier to use.

To order documents, you need to fill out a slip (provided on the desks), and put it in the clear plastic box on the production desk. The slip asks you for the reference number (essential), your reader ticket number, your seat number, your signature and the date. At West Sussex, the documents take about 10 minutes to arrive at your desk. Generally local record offices without electronic ordering take about 15-20 minutes; national repositories such as the British Library can take three hours.

Plenty of help is available from the staff, and SHW staff will be in the record office to help you on scheduled 'shifts'.



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The Research

This project asks you to fill in a pro-forma for each document you look at. These will be available in the SHW box, kept at the Record Office, and an electronic version is available from Kimberly.

The form looks like this:

Secrets of the High Woods
Documentary Research Sheet

Reference: (you must fill this in—repository + reference; e.g. WSR0, Add Ms 6470)

Title of Document: (or brief description)

Date of Document: (you must fill this in) **Your Name:**
Today's Date:

Main Themes:	Notes on Document:	Copy or Photograph required? (Yes/No)

highwoods@southdowns.gov.uk
www.southdowns.gov.uk/highwoods

Each section has a heading:

Reference

This is very important to fill in, as you won't remember it in six months' time, and nobody will know it in six years' time.

Title – or brief description

This is a heading for this form, so that when someone is looking for relevant material, they will be able to find it easily. Please make this informative:

Letter from Elizabeth I to the Royal Sussex Regiment at Stansted rather than just ***letter***.

If you don't exactly know what the document is, the catalogue entry should tell you – and it's very useful in the case of deeds! But if it and the archivist on duty fails you, then

List of complaints by Queen Elizabeth about her horses tripping over World War II entrenchments is fine.

You just need to remember you will be consulting this when you write up your research...

Date

This is very important! If the year is not given, or you are not sure, please make an educated guess, for example: '20 May [1949]'. Square brackets mean that you, as transcriber, are putting in the date to the best of your knowledge.

If the document isn't dated at all, you could put:

'n.d.; c. 16th c.'

'n.d. 1558-1603' (because the document has Elizabeth I at the top) - or even

'n.d. [May 1582]'

'n.d.' means no date given.

When giving full dates please use this format:

20 May 1582

06 Jun 2015

– use three letters for the month and include the full year. For a set of years, repeat the decade numbers, e.g.: 1582-85; 1603-05; 1882-96; but 1582-1603. It's important to be consistent, for computer use.



Main themes:

This refers to the project's main themes:

- Place-name evidence
- Settlement and Communications
- Experiencing the Landscape
- Land ownership and management
- Woodland management and use
- the Archaeological Resource.

Please add one of these, and elaborate as you think fit.

Notes on Document:

This can include as much or as little as necessary. You can transcribe the document if you think it is important – or you could put an outline, e.g.

Sheet of paper giving set of complaints by the monarch about her horses tripping over entrenchments. Details of vet's bills are given, and whether the men of the RSR were sent to the Tower. The paper also includes a hand-drawn map with 'X marks the spot' written on it.

Then add the names and any details you think are worth noting on the form.

When looking at a document, ask yourself these questions:

- What does this document tell us that is relevant to the project?
- Are there any names in it worth noting?
- Does this change what we know already?

Also say if it relates to other documents or information you may know about. Reminders to check other records, such as OS maps, or the Victoria County History etc (see below) are handy.

Copy or Photograph required?

Under this section say if you think it will need transcribing or scanning/photography. Then the project officers will know to ask someone at a later date to transcribe it, or they might choose to have it scanned/photographed. It has been decided that we shouldn't take photos at this stage. This is because it is expensive, and we might not need all of them. At the end of the research we will work out ownership and copyright issues, and have a day when we come and take good quality copies.



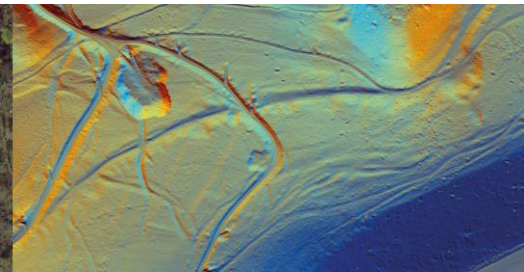
Summary of Archival Resources available

Broad Theme	Case studies in progress	Potential Case studies	Books and Archive collections to get started
Place-name evidence for mapping land use (woodland, settlement, open areas)	Entymological origins of local place names		<i>Sussex Placenames</i> volumes; online OED; OS first edition 25" maps; tithe maps; deeds for specific areas (use WSRO Search Online); manorial records as case study
Settlement and Communications	Stane Street, especially on top of the Downs at West Burton; other trackways, drove roads		Check Hilaire Belloc's book on Stane Street, 1913; PD 2343/67B print of Stane Street 1812; Sussex Archaeological Collections, vol 11, p127-146 Some Recollections of a Part of the "Stane Street Causeway" in its Passage through West Sussex - Peter J Martin; and other articles in SAC; maps and plans under QDP where changes to roads were submitted;
	Deserted / shrunken medieval settlement		OS first edition 25" maps; tithe maps; SAC vols 101 and 102, VCH
	Downley		Maps, West Dean archives, when they return to WSRO; info on Lewkenor family, see CJA
Experiencing the Landscape	Landscape of the project area through literature and art		<i>WWI in Sussex</i> ; SRS volume <i>Sussex Views</i> ; Sussex Collection under ' <i>Sussex writers and writing</i> '. Search under Belloc, SPB Mais, Gerard Younq etc for docs
	Lime kilns at Buriton	Buriton: Applying researched history to new knowledge of the landscape	Gathering knowledge already gleaned and comparing maps as in list - see CJA separately
Land ownership and management	Medieval deer parks and rabbit warrens		Early charters, see SAC series, SAS, cathedral archives, Acts of the Privy Council, Patent rolls etc
	Stansted - WWII, esp D-Day preparations and activity within project area, e.g. practice areas, mobilisation, billeting		Books: M. Hayes and <i>West Sussex in World War I</i> ; Lesley Burton, <i>Our Great Enterprise</i> (Gosport, 1993); Ian Grieg, Kim Leslie and Alan Readmsn, <i>D-Day West Sussex</i> (WSSC, 1994) are important to read. District Council records will have ARP records, sales of iron railings, etc
	War-time use of Kingley Vale		
	Stansted - physical boundaries		<i>A Place in the Forest</i> . MP 21: Title Extracts mentioning Stansted, 1574-1606, from accounts of land in possession of Lord Arundel, later of Lord Lumley. Various prints and drawing. Deeds relating to the estate under Add Mss. and Goodwood collections. Add Mss 2854-2868: deeds and maps of the Stansted estate and the Dixon family, 1640-1859. Use Search Online to search for Stansted archives, but these can be supplemented with local records - again maps, census - search on Forestside and Stoughton, as well as Stansted
	The Valdoe		Some deeds for farms and coppice amongst the Goodwood papers, WI minute books for 1970s and 1980s should detail changes in area. Wiston mss 2010-2019 have records relating to the Manor of Lymminster, which seems to have held the Valdoe for a while. AM 320/3/11 is B&W photo, 1930s.
	Goodwood - setting up the pleasure grounds		Goodwood mss, particularly building and estate records; e.e. Goodwood 134-138 relating to menagerie, livestock, gardens etc; E 31-36, volume of maps for Boxgrove, Halnaker, Goodwood etc See also SRS vol. 73: <i>The correspondence of the Dukes of Richmond and Newcastle 1724-1750</i>
	Horses - training, racing, stables etc		Goodwood and Slindon archives both have information, for example amongst Slindon mss NR 88/1 Licence to train and exercise horses on Slindon Downs 1908; NR 88/7 lease of Slindon Hall, stable and premises; for Goodwood see, for example E5461-72, et al. E5407 Plan of racecourse, 1927; many refs to stabling and horses, see index to catalogues or search online.
	Halnaker fading and Goodwood gaining ascendancy - 17th and 18th centuries		Goodwood archives particularly records under the manor of Boxgrove: see E23-29, 30 which is a terrier for Halnaker, 31-36 volumes of maps, and 37-40, also search under Halnaker; also see CJA
		East Dean	Really good documents for manor of East Dean in Goodwood, mss E49-56, all now on microfilm at the Record Office (mf 290, 2326-28 Letters and deeds amongst the Slindon mss, and see catalogue in general; aerial photo from 1946; also search for Belloc; MP 4344; Earham estate deeds (Add Mss 4749 on)
	The Gumber - common rights		

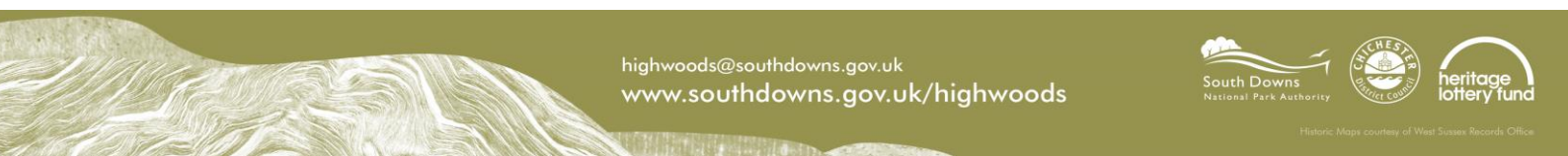


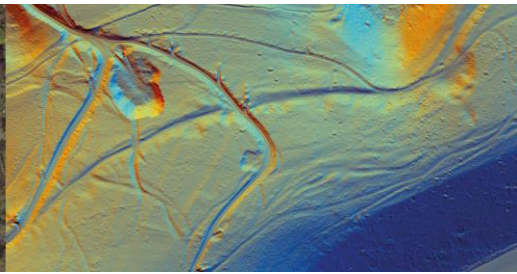
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	Uppark - the landscape around the house		See limited Uppark catalogue; but also Add Mss 1318: Landscape plans for Uppark, 1810; MF 1142 Diaries of Sarah Wells, the mother of H G Wells, 1854-1868, 1892, 1895 and 1899 (she was housekeeper there); Par 98/7/118: Glass negatives and prints of Uppark House, Prospect House and the Caryll tombs; Harting Parish Rate Books; MF 1141 Uppark Ledger of Charles Bennett, 2nd Earl of Tankerville, 1732-1738; lots of inventories; Add Mss 10913 Treaty concerning the Charlton Hunt, between Charles, 2nd Duke of Richmond, of Goodwood, Chichester, and Charles, 2nd Earl of Tankerville, of Uppark, 1729
	Eartham in WWI and II		Goodwood estate records showing war effort (not much); MP 3560 War Diary. No. 114 Company, The Canadian Forestry Corps, December 1917-February 1919 (this Company was stationed at Eartham, and was assisted in its work by 300 prisoner of war) - photocopy of original document in Canadian National Archives (Record Group 9, III, volumes 5018); PH 21631 photo of Eartham Estate staff and their wives/husbands, 1944; photos by Garland; Add Mss 29057 diary from 1930.
Land ownership and management		Common rights within the study area	Few enclosure maps at WSRO, but see awards for intentions of commissioners; see big estates such as Dean and Chapter, Goodwood on enclosure of commons and how it was carried out (could refer to Peter Jerrome, <i>Cloakbag and Common Purse</i> for early enclosure which led to tenants' revolt)
		The forest of Arundel	Census, land tax, parish records. Arundel Castle Archives can be accessed but are expensive to view – search catalogues under Castle website, so that you are sure of what you would like to see
		Ecclesiastical influence within the study area	See the estate records under the reference CAP. The Dean and Chapter archives include very comprehensive records for their estates, under tenancies whose histories often go back into the 17th century.
		Lime kilns at Buriton	Hampshire Record Office archives, e.g: HPP3 photographic record; estate records (see CJA if interested)
		Queen Elizabeth Country Park (War Down)	Hampshire Record Office archives (see CJA if interested)
Woodland Management and Use	Management of the estate woodland. Including evidence for historic trees.	Slindon	OS 1st edition for detail, compare with tithe maps and enclosure map if present
	Garland collection of photographs		Garland deliberately photographed rural crafts. The original glass negs have contact prints and these can be seen at WSRO. There are subject indexes to the photos. Peter Jerrome has written a number of books around Garland's work
	Kingley Vale - management of woodland Woodcrafts		See Goodwood estate records, a very few relate solely to Kingley Bottom; otherwise more general management records
	Woodland management		Garland photographs, estate management records, such as those of Goodwood and Petworth. Look at intro to Parham collection for types of documents, such as estate and farm accounts, timber and sawing accounts, journals and day books etc. Goodwood has the equivalent in greater detail: for example, E5440-60, 5195
	Occupations of volunteers in WWI in Binsted and Tortington areas		Presumably most records in Arundel Castle Archives, as WSRO has very few; however once you have names follow FH practices - parish registers, census, directories etc
The Archaeological Resource - archaeological investigations within the study area	Gobblestubs - the nature of the evidence		Books on Roman Sussex, Roman forts etc. SAC volumes on Roman archaeology in the area.
		Bignor - the early history of its excavation	PD 614, 616 et al, drawings of the Roman villa found at Bignor; Add Mss 13448 the Bignor Park Estate; Lib 5600: <i>The Letters of John Hawkins and Samuel and Daniel Lysons, 1812-1830</i> , edited by F. Steer, and pub 1966
		Other archaeological digs carried out in 20th century	Victoria County History, SAC volumes, Prints and drawings, Excavation reports (SearchOnline, other reports available on public access computers at WSRO), Anything on Edward Heron-Allen, Notes by Guernonprez on geology and archaeology, especially concerning burial sites (Add Ms 18967), Notes by E. Holden at Barbican House, Lewes





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Useful books

If you are starting from scratch, it's good to investigate some background or context first. You should work from what you know to what you don't know. Here are some books which may be useful:

General Histories

Armstrong, J.R.,

A History of Sussex (Chichester: Phillimore, 1995)

Brandon, P.,

The Sussex Landscape (London: Hodder & Stoughton, 1995)

The South Downs (Chichester: Phillimore, 1998)

Sussex (London: Robert Hale, 2006) – a bit rambly, but a good read and a good introduction to the Sussex landscape

The Discovery of Sussex (Chichester: Phillimore, 2010) This was his last book, and is about the way people perceive Sussex, and particularly the Downs

Brandon, P and Short, B,

The South-east from AD 1000 (Harlow: Longman, 1990)

Chris Butler,

West Sussex Under Attack: Anti-Invasion Sites 1500 (The History Press, 2008)

Carpenter Turner, B.,

A History of Hampshire (Chichester: Phillimore, 1988)

Cartwright, E.,

The Parochial Topography of the Rape of Arundel in the Western Division of the County of Sussex (1832)

Dallaway, J.,

A History of the Western Division of the County of Sussex (London: 1815)

Farrant, J.,

Sussex Depicted: views and descriptions 1600-1800, (Oxford: Sussex Record Society, 85, 2001)

Godfrey, W.H., and Salzman, L.F.,

Sussex Views from the Burrell Collection 1776-1791 (Oxford: Sussex Record Society, 1951; re-issued 2001)

Horsfield, T.W.,

The History, Antiquities and Topography of the County of Sussex (London and Lewes: Messrs Nicols & Son and Sussex Press, 1835)

Kingsley, D.,

Printed Maps of Sussex 1575-1900 (Lewes: Sussex Record Society, 72, 1982) (catalogue)

Leslie, K., and Short, B.,

An Historical Atlas of Sussex (Chichester: Phillimore, 1999)

Lower, M.A.,

A Compendious History of Sussex (Lewes: G.P. Bacon, 1870)

Mawer, A. & Stenton, F.M.,

The Place-names of Sussex (Parts 1 & 2, Cambridge: Cambridge University Press, 1929)



Pevsner, N. and Nairn, I.,

Sussex (Harmondsworth: Penguin, 1965)

Short, B.,

England's Landscape: the South-East (London: English Heritage, 2006)

Victoria County History:

Sussex, 11 vols., (University of London and Oxford University Press, 1905-2008)

Hampshire, 5 vols., (University of London and Oxford University Press, 1900-1912)

Using Archives

Campbell-Kease,

A Companion to Local History Research (London: Guild Publishing, 1989)

Ellis, Mary,

Using Manorial Records (London, PRO, 1994)

Hindle, Paul,

Maps for Local History (London: Batsford, 1988)

Hollowell, Steven,

Enclosure Records for Historians (Chichester: Phillimore, 2000)

Kain, RJP & Prince, HC

Tithe Surveys for Historians (Chichester: Phillimore, 2000)

Stuart, Denis,

Manorial Records (Chichester: Phillimore, 1992)

Most of these are at the Record Office. Alternatively, they should be available from West Sussex County Library Service, although they may not be sitting in your local branch. They can be ordered online (<https://arena.westsussex.gov.uk/web/arena>) or by telephone at a cost of about 60p, and the service is usually very quick.

There was some fabulous evocative writing about Sussex at the end of the 19th century, and first part of the 20th century. Look for books by Hilaire Belloc, SPB Mais, Gerard Young, Wilfrid Ball, Tickner Edwards – they give you an insight to life on the Downs as it was for centuries.

More specialist

Blaauw, W.H.,

'Extracts from the *Iter Sussexiense*,' *Sussex Archaeological Collections*, 8 (1856), 250-265

Box, E.G.,

'Hampshire in early maps and early road books', *Proceedings of the Hampshire Field Club and Archaeological Society*, 12 (1956), 221-235

Lowerre, A.,

'Why here and not there?', *Anglo-Norman Studies*, 29 (2007), 121-144

Margary, H. (ed.),

250 years of map-making in the county of Sussex, 1575-1825 (Kent and Chichester: Harry Margary & Phillimore, 1970) (Set of maps)



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Ogilby, J. (ed.),

Britannia, vol. 1 (London and Dunstable: A. Duckham & Co, Ltd, 1939)

St. John Hope, W.H.,

Cowdray and Easebourne Priory in the County of Sussex (London: Country Life, 1919)

Steer, Francis W.,

A Short History and Description of Halnaker House (Chichester: WSCC, 1958)

Piper, A.C.,

'Stansted Park and its owners', *Proceedings of the Hampshire Field Club and Archaeological Society*,
8:3 (1919), 289-301

Torr, V.J.,

'A Tour through Sussex in 1735,' *Sussex County Magazine*, 19 (1945), 253-258

Turner, Rev. E.,

'High roads in Sussex,' *Sussex Archaeological Collections*, 19 (1867), 153-168

There are a few classics to help anyone new to Landscape history:

Aston, Mick

Interpreting the Landscape (Routledge)

Betty, J.H.,

Estates and the English Countryside (London: Batsford, 1993)

Edwards, Peter,

Rural Life: guide to local records (London: Batsford, 1993)

Hindle, Paul,

Roads and Tracks for Historians ((Chichester: Phillimore, 2001)

Hoskins, W.G.,

The Making of the English Landscape (London: Hodder & Stoughton, 1955)

Johnson, Matthew

Ideas of Landscape (Blackwell 2007)

Pryor, Francis,

The Making of the British Landscape (Penguin 2011)

Rackham, Oliver,

Trees and Woodland in the British Landscape (London: Dent & Sons, 1976)

Taylor, Christopher,

Fields in the English Landscape (London: Dent & Sons, 1975)

West, John,

Village Records (Chichester: Phillimore, 1986)



Useful websites

West Sussex Record Office: <http://www.westsussex.gov.uk/ro>

It would be good to become familiar with the online catalogues of this website.

For those who did not manage the training at the end of April, please read the 'Visiting Us' sections of the website.

The National Archives website is similar: <http://www.nationalarchives.gov.uk/>

Beware of their catalogue – it contains not only the material held there, but material held elsewhere as well. In the case of West Sussex Record Office, much of this is out of date, and it would be better to look at the WSRO's own online catalogues. For TNA material, click on 'Discovery – our catalogue' on the homepage, and then check the box next to 'Held by the National Archives' underneath the big white search box.

British History Online: <http://www.british-history.ac.uk/>

for the texts of the Victoria County History volumes – browse under 'Secondary texts' and lots of other historical material

<http://www.visionofbritain.org.uk/> is a topographical index, noted by Portsmouth University

<http://www.envf.port.ac.uk/geo/research/historical/webmap/sussexmap/sussex.html> is an early attempt at GIS, but good for the series of printed historical maps that can be viewed

The English Heritage 'Pastscape' website: <http://www.pastscape.org> – information on landscape features

Oxford English Dictionary, Oxford University Press: <http://www.oed.com>

Oxford Dictionary of National Biography, Oxford University Press: <http://www.oxforddnb.com>

If you are a member of WSCC County Library Service, access these by putting in your library card number when prompted.

<http://www.westsussexpast.org.uk/> - This is a portal to the Record Office and library catalogues, digitised photographs and postcards of the county and the two sites below

https://www.westsussex.gov.uk/learning/learning_resources/wartime_west_sussex_1939-45.aspx - These pages have over 700 digitised sources about life in West Sussex during World War II. They include photos, official leaflets, book extracts, newspaper articles, letters, diaries, original records and recorded memories.

https://www.westsussex.gov.uk/learning/learning_resources/great_war_west_sussex_1914-18.aspx -

These pages cover the work of civilians on the Home Front and the Royal Sussex Regiment's involvement overseas during World War One. You can download over 300 documents, original research work and view over 3,000 pages of information. These include newspaper articles, original documents, images, leaflets, posters and case studies of servicemen, other people and topics.



Using Lidar data to aid archival research

Archival research projects have been designed to explore and contextualise specific sites or themes arising from fieldwork. Lidar visualisations need to be analysed alongside other resources – such as historic cartography and written documentation in order to fully explore its potential for archaeological and historic research.

During archive sessions we provide the ability to review our Lidar data on SDNPA GIS enabled laptops.

To view this data we ask you to complete a **half day GIS training session** with the team, which will provide you with the skills and understanding to use the QGIS GIS database which holds both our lidar data and historic mapping.





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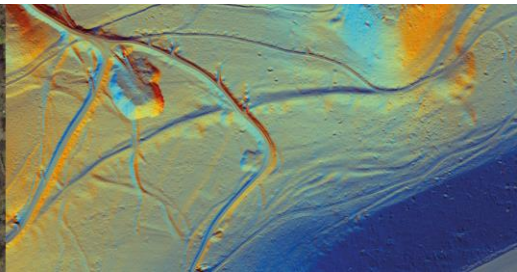
Printing Lidar data to PDF

We have developed a policy whereby volunteers who have completed the GIS training will be able to print images of specific features or areas of the Lidar data to PDF.

To print images to PDF Secrets of the High Woods volunteers MUST have a signed copy of the form below, and MUST abide by the following conditions:

- Volunteers must use Lidar imagery for research purposes only, and must not share or transfer maps to any other individual/group/organisation.
- Not use the data or visualisations in any publication (in any media including electronic) without obtaining permission. When permission is granted, then to use the form of acknowledgement and copyright as required by SDNPA/project staff. Publication for commercial gain will need separate permission and discussions with SDNPA/project staff.
- As per protocols set up for winter field survey season, volunteers wishing to visit sites in their own time may access sites within the SHW project area by footpath only. Volunteer must not access private land without having first sought specific permission from the landowner. Secrets of the High woods will not assume any responsibility for project volunteers found accessing private land without prior approval.
- Take personal responsibility for arranging access, and health and safety during any personal field verification visits undertaken during the course of research.
- Adopt a positive outlook. Behave in a positive, proactive manner in accordance with the SDNPA behaviour/conduct policy.
- To work and communicate the results of research in the spirit of a community based archaeological project.

IMPORTANT: We cannot, as part of the project, provide links to or tiles of the Lidar data to volunteers.



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An Agreement between the South Downs National Park Authority And Secrets of the High Woods (SHW) Archival Volunteers Concerning the use of Lidar imagery for Archival Research



Introduction:

In order to support project volunteers with archival research into the historic environment of the Secrets of the High Woods Project area, SHW volunteers will be provided with access to the ALS data set. This agreement sets out best practise in the way the data will be used.

Data provision by the SHW:

Data will be provided on SDNPA laptops, and will be brought to archive research sessions, mainly held at the West Sussex Record Offices. During these sessions volunteers will be able to interactively search the data set using a GIS. Support will be provided during these sessions.

Visualisation types to be provided include:

- Digital Terrain Model
- Digital Surface Model
- Local Relief Model
- Openness Positive

GIS training sessions for project volunteers are being provided by the project. During archive sessions, project volunteers will be able to produce pdf maps of the ALS data for selected sites within the SHW project area to support research.

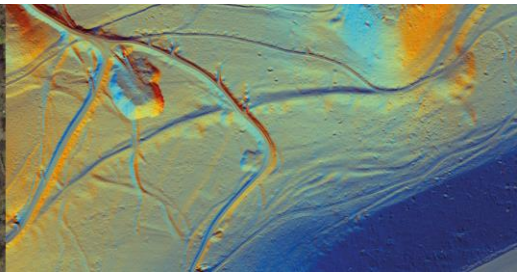
Volunteer requirements:

Secrets of the High Woods Volunteers are asked to abide by the following:

- Volunteers must use lidar imagery for research purposes only, and must not share or transfer maps to any other individual/group/organisation.
- Not use the data or visualisations in any publication (in any media including electronic) without obtaining permission. When permission is granted, then to use the form of acknowledgement and copyright as required by SDNPA/project staff. Publication for commercial gain will need separate permission and discussions with SDNPA/project staff.
- As per protocols set up for winter field survey season, volunteers wishing to visit sites in their own time may access sites within the SHW project area by footpath only. Volunteer must not access private land without having first sought specific permission from the landowner. Secrets of the High Woods will not assume any responsibility for project volunteers found accessing private land without prior approval.
- Take personal responsibility for arranging access, and health and safety during any personal field verification visits undertaken during the course of research.
- Adopt a positive outlook. Behave in a positive, proactive manner in accordance with the SDNPA behaviour/conduct policy.
- To work and communicate the results of research in the spirit of a community based archaeological project.

Volunteer Name:.....

Date:.....



Archival Research - What Happens Next?

Thank you for contributing your time and energy by assisting the project team with our research plan. We are hoping to use all of the various forms of research to assist us build up a detailed picture of how the landscape in the project area has changed over time. The time you have spent researching is really important and we hope to encourage as many of our volunteers as possible to engage with the research they have undertaken and share their hard won results! There are several ways that you can demonstrate the research that you have been involved with. The list below is not exhaustive and we would welcome additional suggestions about how you would like to show off all of your hard work!

The time you have spent on this project is as much about the experiences you have had and what you have learned as it is about the research findings. We would encourage you to consider incorporating your experiences into any writing that you do. Writing does not have to be 'one size fits all'. Your findings do not have to be written in any particular style, such as an essay or report, as we encourage you to be as creative as you want. Please have a look at the ideas below for some guidance.

Some 'outputs' from your research could be:

- Write up your findings in any way that you feel comfortable: an essay, a report, a diarised account, a piece of creative writing, poetry, or even a short story, etc.
- A poster that can be shown at the project conference event in the summer of 2016.
- A short verbal presentation at our public conference.
- A power point with images and results from your research.
- An article to go on the South Downs National Park Authority website. We hope to have a volunteer article or powerpoint or piece of work showcased every month from July 2015.
- A guided walk of the area that you researched. We can help you print out leaflets, etc.
- Be a part of our project Storytelling Team at the project exhibitions in summer 2016.
- Write up and submit a list of important points and notes for the project team to write up.

The project has many outputs including a travelling exhibition, CGI reconstructions, childrens activities and educational materials, a conference, a book and several guided walks, talks and tours planned and your research could help contribute to these outcomes!

Once again, thank you for all of your time and effort - everyone here on the Secrets of High Woods team really values your involvement.

