

**12-14 TOTTENHAM MEWS, CAMDEN
W1T 4AA**

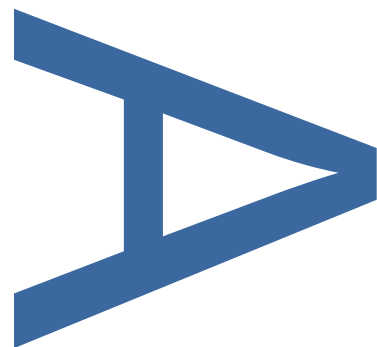
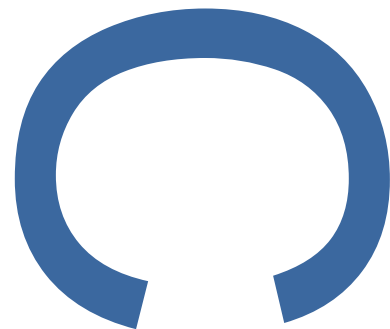
**WRITTEN SCHEME OF
INVESTIGATION FOR AN
ARCHAEOLOGICAL EVALUATION**

**LOCAL PLANNING AUTHORITY:
LONDON BOROUGH OF CAMDEN**

**PLANNING APPLICATION NUMBER:
2020/5633/P**

SITE CODE: TO BE CONFIRMED

MARCH 2023



PRE-CONSTRUCT ARCHAEOLOGY

14-19 TOTTENHAM MEWS, CAMDEN, LONDON, W1T 4AA

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LOCAL PLANNING AUTHORITY: LONDON BOROUGH OF CAMDEN

PLANNING APPLICATION NUMBER: 2020/5633/P

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CENTRAL NGR: TQ 29298 81810

COMMISSIONING CLIENT: GLENMAN CORPORATION LTD

**PREPARED BY: Omar Quadir BA (Hons) MA,
PRE-CONSTRUCT ARCHAEOLOGY LTD**

**PROJECT MANAGER: Chris Mayo (MCIfA),
PRE-CONSTRUCT ARCHAEOLOGY LTD**

Contractor: Pre-Construct Archaeology Limited
Unit 54, Brockley Cross Business Centre
96 Endwell Road, Brockley
London, SE4 2PD
Tel: 020 7358 8950
Email: cmayo@pre-construct.com
Website: www.pre-construct.com

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March 2023

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1 INTRODUCTION

- 1.1 Pre-Construct Archaeology Ltd has been commissioned by Glenman Corporation Ltd to undertake an archaeological evaluation on land at 14-19 Tottenham Mews, London Borough of Camden, W1T 4AA, centred at NGR TQ 29298 81810 (Figure 1).
- 1.2 The enclosed site is rectangular in shape, measures approximately 532.5m² in total and is bounded by Tottenham Mews to the north-east, and commercial buildings to the south-west and north-west.
- 1.3 An archaeological desk-based assessment (DBA) for the site has been produced (MOLA 2020). The desk-based assessment concluded that the site retained a moderate archaeological potential for evidence dating from the post-medieval period. A low archaeological potential was been identified for all other past periods of human activity.
- 1.4 The site is not within an Archaeological Priority Area (APA) as designated by the Local Planning Authority (LPA). It lies within the Charlotte Street Conservation Area as designated by the LPA which is situated in an area known as 'Fitzrovia' to the south of the site. The area was developed speculatively as a primarily residential area in a relatively short space of time (1750–70) with building progressing northwards across the area from the slightly earlier Rathbone Place, developed in the 1720s. As in many areas of Georgian London the three or four storey terraced townhouse was the favoured form (LBC, 2008, p. 8).
- 1.5 Planning permission has been granted (application number 2020/5633/P) for redevelopment. An archaeological planning condition requiring the implementation of a programme of archaeological work was attached to the planning permission and is detailed below (section 2.12).
- 1.6 This document forms a Written Scheme of Investigation (WSI). It sets out in detail the methodology that will be employed by Pre-Construct Archaeology Limited during a first stage archaeological evaluation of the site to be undertaken prior to its redevelopment. If archaeological remains are found during the first stage of work and there is a requirement for a second stage of work (mitigation stage) then a second WSI will need to be submitted and approved for that work.

2 BACKGROUND

The following background is summarized from the archaeological desk-based assessment (MOLA, 2020) unless otherwise credited.

2.1 Geological and Topographical Background

- 2.1.1 The solid geology of the study site is shown by the British Geological Survey (BGS) as London Clay deposits of clay and silt, forming the London Basin. The site lies more specifically within the Thames Basin, a broad syncline (depression) of chalk filled in the centre with sands and clays. Above these lie the fluvial deposits of the Thames arranged in flights of gravel terraces, representing the remains of the river's former floodplains.
- 2.1.2 According to the BGS, two superficial deposits overlie the London Clay formation. The lower of these is the Thames River Terrace Gravels of the Lynch Hill Terrace; the gravels are capped by a fine-grained silt known in London as the Langley Silt Complex ('brickearth'), which was laid down as alluvium and/or wind-blown deposits during the last glaciation around 17,000 BC. This produced fertile soils but was

often exploited for the manufacture of bricks and much has been removed by quarrying or by subsequent building development.

- 2.1.3 The site exhibits very little variation in elevation, rising from 26.43m OD in the northwest to 26.46m OD in the southeast, according to a topographical survey provided by the client and produced by Greenhatch Group in 2018 (drawing number 31273_01_P).
- 2.1.4 In various locations nearby, namely at Arthur Stanley House 25m southwest, Bedford Passage 50m northwest and 80 Charlotte Street 75m northeast of site, geotechnical investigations showed layers of made ground between 6.1m and 3m thick, caused by various truncations, which likely would likely preclude the preservation of significant archaeological deposits.
- 2.1.5 However, an investigation at the Middlesex Hospital Annexe which is adjacent to the site to the northwest, revealed a made ground layer only 1.2m-1.5m thick which in turn sat above natural sand and gravels at ca. 1.6m BGL.
- 2.1.6 Based on the results of the information above, natural deposits could be as high as 1.2m BGL, directly beneath made ground which has been identified in locations around the site and thus could reveal cut features from a number of periods or produce other archaeologically significant remains.
- 2.1.7 As previously mentioned, the site lies within the Thames Valley and the nearest water course is the River Thames itself, which lies approximately 1.10mi to the southeast.

2.2 Archaeological and Historical Background

Prehistoric

- 2.2.1 Erosion has removed much of the Palaeolithic land surfaces and finds are typically residual. A possible Palaeolithic struck flint was recovered during a watching brief at University College Hospital, 470m to the north of the site. It was found in a slightly clayey context interpreted as a possible paleochannel.
- 2.2.2 The Greater London Historic Environment Record (GLHER) notes that a polished stone axe has been found at the University College Hospital Extension, 445m to the northeast of the site; a polished diorite axe found in Gower Street, 420m to the northeast of the site; and a Palaeolithic handaxe found in Great Portland Street, 370m to the southwest of the site.
- 2.2.3 Although the light fast draining soils on the Gravel terrace would have been attractive to early settlers, there is currently no evidence for prehistoric settlement within the study area. Oxford Street, ca. 500m to the south, is thought to have followed the line of a prehistoric trackway (later being a Roman road), although there is currently no archaeological evidence to support this.

Roman

- 2.2.4 As previously mentioned, modern Oxford Street, running east-west 500m south of the site, follows the line of a major Roman road, and findspots of Roman artefacts suggest that a small settlement grew up at the point where the road crossed or forded the Tyburn, ca. 1.10mi southwest of the site.
- 2.2.5 The GLHER notes that Roman bone pins, an iron brooch and a small fragment of plate have been found at 151 Great Portland Street, 375m to the northwest of the site.
- 2.2.6 Any associated roadside activity is unlikely to have extended as far as the site.

Saxon / Early Medieval

- 2.2.7 The site is located within the extensive manor (estate) of St Pancras. St Pancras Old Church was located beside the River Fleet (now culverted underground) at the northern end of Pancras Road, ca. 0.86mi to the northeast of the site.
- 2.2.8 In the 9th and 10th centuries the site fell within Tothele manor. The main settlement and manor house of Tothele is thought to have been located at the north end of Tottenham Court Road, ca. 470m to the north of the site. Tottenham Court Road itself, 200m northeast of the site, is likely to have been established at an early date.
- 2.2.9 No early medieval (Saxon) features or findspots have been recorded in the study area, and the site is likely to have been some distance from the known centres of settlement within woodland, or possibly cultivated land, during this period.

Later Medieval

- 2.2.10 During this period the focus of the main settlement around St Pancras shifted north towards Kentish Town ca. 2.11mi to the north of the site. It is believed that this was due to the constant flooding of the land and road near the parish church by the River Fleet. This shift is emphasised by the development of a chapel-of-ease (for those unable to travel to the parish church) at Kentish Town ca. 1200 AD. It is perhaps the case that the settlement was linear in form between the two churches, and that there were intermittent buildings spread all the way along the road.
- 2.2.11 The GLHER notes that a medieval leather costrel (flask), an iron purse frame and three horse spurs have been found in Windmill Street, 490m, 390m and 295m respectively to the south-east of the site.

Post-Medieval

- 2.2.12 The English Civil War (1642-46) defences of London which included over 10mi of forts and batteries, with interconnecting ditches and earth banks (known as “Lines of Communication”) (Marsh, 2013, p. 276), were thought to pass through the area now occupied by the British Museum ca. 500m south of the site.
- 2.2.13 Rocque’s map of 1746 shows that at this time most of the land was undeveloped, the site lying within a large field to the west of Tottenham Court Road. By the mid-18th century, the growth of urban London was giving rise to a huge demand for building materials and to the north of Oxford Street the gravels and brickearth on the fringes of site were extensively quarried. Possible drainage ditches along the field boundaries in the area indicate that the ground may have been generally marshy.
- 2.2.14 In 1754 the Middlesex Hospital, formerly known as Middlesex Infirmary, acquired 25ha of land ca. 100m southwest of the site at the junction of Cleveland Street and Mortimer Street and constructed new buildings which were enlarged throughout the late 18th and 19th centuries (BHO, 1936, p. 27). Archaeological investigations have revealed foundation walls dating back to the first hospital.
- 2.2.15 From 1778–1836 the workhouse of the parish of St Paul, Covent Garden was at Cleveland Street, adjacent to the north-western boundary of the site. Archaeological investigations have revealed the extent of the former workhouse and cemetery where building foundations and 123 burials were found.
- 2.2.16 During the second half of the 18th century the area around the site between Charlotte Street to the east and Great Titchfield Street to the west was developed as streets of terraced houses.
- 2.2.17 Faden’s 1813 revision of Horwood’s map of 1799 shows the site covered by a single large building or row of buildings, identified in the key to Horwood’s map as stables or warehouses.

- 2.2.18 In 1895, the former burial ground of Whitefield's Chapel ca. 170m to the northeast of the site was laid out as a public garden.
- 2.2.19 The Goad Fire Insurance Plan of 1900 shows a brass and gunmetal foundry occupying the site. The foundry comprises a number of buildings, all except one are of brick, stone or concrete construction. The remaining building, labelled as 'plant' in the southern centre of the site, was constructed from wood. The buildings surrounding the plant building together with those on the north-western boundary and which extend into the site, are of more than two storeys with skylights. Although none are recorded as having basements, it is possible that the ground floor had been strengthened to take the weight of furnaces and heavy machinery.

Modern

- 2.2.20 The London County Council bomb damage map shows that the building in the southern half of the site was seriously damaged but could be repaired at cost whilst the buildings in the northern half of the site received blast damage which was minor in nature (LTS, 2005).
- 2.2.21 The Goad Fire Insurance Plan of 1948 is a composite of two plans which shows that a foundry still occupies the site although the footprint of the buildings has changed from that shown on the 1900 Goad Fire Insurance Plan. The wooden building in the southern centre of the site has been replaced with a brick, stone or concrete ones which are is more than two storeys with skylights. No buildings are recorded as having basements.
- 2.2.22 The Ordnance Survey 1:1250 map of 1951 shows that the site is subdivided into two with the larger building, occupying the southern three quarters, being the brass and gunmetal factory. The second building, occupying the northern quarter of the site, is number 14 Tottenham Mews.
- 2.2.23 The Ordnance Survey 1:1250 map of 1977 shows minor change within the site where the footprint of the two buildings remains unchanged. The southern building is now numbered 15–19 Tottenham Mews.
- 2.2.24 The Ordnance Survey 1:1250 map of 1990 shows minor change within the site and its current layout. A single building is shown, albeit its footprint being slightly smaller than that shown on the Ordnance Survey 1:1250 map of 1977. The building is now being used as a 'day hospital' by the Middlesex Hospital

2.3 Previous Work at the Site

- 2.3.1 There have been no archaeological investigations within the site to date. Within the wider study area there have been 19 previous investigations, comprising 10 watching briefs; four evaluations; four standing building surveys; and one excavation.
- 2.3.2 The majority of evidence relates to the post-medieval development of the area such as the Middlesex Hospital where, adjacent to the site, remains of the former 18th century workhouse and burial ground were found; and general 19th–20th century dumped deposits.

2.4 Planning Background

- 2.4.1 Development at the site is subject to the heritage planning polices contained within the following documents which provide a legal framework under which such developments may occur:
- The National Planning Policy Framework (NPPF), published 2012, current iteration 2021;

- The London Plan, published 2021;
- The Camden Local Plan 2017; Policy D2 Heritage

2.4.2 Planning consent has been granted under application number 2020/5633/P for the:

Erection of a six storey building (and basement) to provide office (use Class E) at part ground and basement levels and self-contained flats (use class C3) at ground and floors one to five; with associated landscaping, cycling parking and enabling works.

2.4.3 Consultation with the Greater London Archaeology Advisory Service (GLAAS) at Historic England, archaeological advisors to the local planning authority, led to the inclusion of an archaeological condition as follows:

16 *Archaeology*

Prior to the commencement of development a programme of archaeological investigation including the details of the suitably qualified investigating body to carry out such archaeological works as required shall be submitted to and approved in writing by the local planning authority. The development shall then only take place in accordance with such details as have been approved.

Reason: Important archaeological remains may exist on this site. Accordingly the Local planning authority wishes to secure the provision of archaeological investigation and the subsequent recording of the remains prior to development in accordance with the requirements of policy D2 of the London Borough of Camden Local Plan 2017.

2.4.4 The advice letter¹ from Historic England included the following recommendation for work:

I envisage that the archaeological fieldwork would comprise the following:

Evaluation

An archaeological field evaluation involves exploratory fieldwork to determine if significant remains are present on a site and if so to define their character, extent, quality and preservation. Field evaluation may involve one or more techniques depending on the nature of the site and its archaeological potential. It will normally include excavation of trial trenches. A field evaluation report will usually be used to inform a planning decision (pre-determination evaluation) but can also be required by condition to refine a mitigation strategy after permission has been granted.

Archaeological evaluation trenches are required to test the depth of modern disturbance [sic] and whether and remains of the brass works or earlier features survive on the site.

2.4.5 This WSI forms the method statement for the first stage of archaeological work on the site. If archaeological remains are found during the first stage of work and there is a requirement for a second stage of work (mitigation stage) then a second WSI will need to be submitted and approved for that work.

¹ <http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/9001850/file/document?inline>

3 PROPOSED ARCHAEOLOGICAL WORK

- 3.1 The evaluation will comprise two trenches, aligned broadly east-west and north-south and positioned safely away from any existing buildings to the northwest and southeast ends of the site (Figure 2).
- 3.2 They will each measure 8m by 1.8m at base with an anticipated depth of between 1.2m and 1.5m BGL; thus, their maximum dimensions at ground level, if a single step is necessary, may potentially be 10.4m by 4.2m. This trench arrangement provides a sample of 5% by area of the site.
- 3.3 The trenches' positions may be subject to alterations based on on-site conditions encountered, for example the presence of live services or other obstacles.
- 3.4 The evaluation may be followed by further archaeological investigations/mitigation, designated Stage 2, as previously stipulated by GLAAS and in consultation with the local planning authorities.
- 3.5 All works will be undertaken in accordance with the following documents:
- This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
 - Standard and guidance for archaeological evaluation (ClfA, 2014 (updated June 2020))
 - Guidelines for Archaeological Projects in Greater London (Historic England, 2015)
- 3.6 Pre-Construct Archaeology Limited is a Registered Archaeological Organisation (number 23) with the Chartered Institute of Field Archaeologists and will operate within the Institute's 'Code of Practice'.
- 3.7 PCA has the following accreditations:
- ISO9001 registration
 - Construction Line registration
 - Achilles registration
 - SMAS SSIP registration
- 3.8 Pre-Construct Archaeology Limited carries the following relevant insurance policies:

Policy	Limit of Indemnity
Public Liability	£10,000,000
Employers Liability	£10,000,000
Professional Indemnity	£5,000,000

4 RESEARCH DESIGN

- 4.1 The evaluation will aim to address the following primary objectives:
- To establish whether the brass foundry or Middlesex Hospital Annexe, as seen on historic maps, survives below ground.
 - To establish if previous activity on site (such as brickearth or gravel quarrying) has destroyed any potential archaeological remains pre-dating the post-medieval period.
 - To establish the nature, date and survival of any activity relating to all archaeological periods at the site.
 - To establish the extent of all past post-depositional impacts on the archaeological resource.
 - To confirm the natural topography of the site, and the height at which it survives.

5 SITE METHODOLOGY

5.1 Evaluation Methodology

- 5.1.1 The proposed trenches will be CAT scanned at surface level prior to excavation and at intervals of 0.3m during excavation by a trained operator from PCA. If services are noted, then the trench may be repositioned if possible.
- 5.1.2 The machining will be undertaken using a machine (JCB 3CX-type) and driver sub-contracted by PCA. The machine will break the concrete hard standing in the location of the trenches and subsequently use a toothless ditching bucket to remove modern overburden under the supervision of an archaeologist. Spoil will be mounded at least 2m from the edges of the trenches.
- 5.1.3 Machine excavation will continue in spits of 100mm at a time until either significant archaeological strata are found or natural ground exposed.
- 5.1.4 Following machine excavation, relevant faces of the trench that require examination or recording will be cleaned using appropriate hand tools. The majority of the investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and in section.
- 5.1.5 Archaeological evaluation may require work by 'pick and shovel' or occasionally by further use of the machine. Such techniques will be used only for the removal of homogeneous and 'low grade' layers where it can reasonably be argued that more detailed attention would not produce information of value. They will not be employed on complex stratigraphy, and the deposits to be removed must have been properly recorded first.
- 5.1.6 All archaeological features (stratigraphical layers, cuts, fills, structures) will be evaluated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.
- 5.1.7 The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary, in consultation with our in-house geoarchaeologist. If appropriate, the Archaeology Advisor to the Local Planning Authority and the Historic England Regional Archaeological Science Advisor will be consulted.
- 5.1.8 The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. Should the removal of human remains not pose a risk to the completion of the evaluation and should further archaeological mitigation be necessary at the site, then any remains will be left in situ, with the agreement of the Archaeology Advisor to the Local Planning Authority.
- 5.1.9 All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be affected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

5.2 Access and Safety

- 5.2.1 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. PCA's H&S Policy Statement (2023) and Site Rules (2023) will be followed at all times. A site-specific Health and Safety Risk Assessment and Method Statement will be prepared prior to the commencement of the fieldwork; this will be reviewed and updated daily by the site supervisor.

- 5.2.2 Fencing of the archaeological trenches will be carried out by PCA using HERAS-type fencing.
- 5.2.3 Reasonable access to the site will be granted to the Archaeology Advisor to the Local Planning Authority and other representatives of the Council who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the Client and its agents.
- 5.2.4 As previously mentioned, all trench locations will be surveyed using a Cable Avoidance Tool prior to, and during, excavation. Should services be encountered during excavation, it will be the assumption of PCA that they are live and will be avoided at all costs. This may require the abandonment or repositioning of the trench (if possible) in order to accommodate them safely.
- 5.2.5 Upon completion of the archaeological trenches and with approval from the Archaeology Advisor to the Local Planning Authority, they will be backfilled using the same excavated material. Any excess arisings will be left on site. No special compaction measures will be undertaken. No reinstatement or reurfing of the trenches will be undertaken. No soil testing or specialist spoil storage will be undertaken by PCA.
- 5.2.6 Provision will be made on-site for welfare facilities. These will be supplied by PCA and include office and tool storage and toilet facilities.
- 5.2.7 PCA has not been informed that there are any listed buildings, areas of ecological importance or public rights of way on the site.
- 5.2.8 Minimum PPE for work on the site will comprise safety helmet, safety boots and high-visibility vest. Gloves shall be kept at the ready.
- 5.2.9 If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site and works may cease if it is unsafe to continue until the material can be identified and/or removed.
- 5.2.10 If groundwater is present within the evaluation trench, and requires removal to allow work to proceed safely, it will be pumped from the trench by means of a puddle pump (or similar) and generator and allowed to drain into a suitable location with client agreement.
- 5.2.11 All PCA's staff are CSCS card holders and are trained in asbestos awareness.

6 RECORDING SYSTEMS

6.1 Site Code

- 6.1.1 A unique-number site code will be obtained by PCA from the Museum of London for the evaluation.

6.2 Site Records

- 6.2.1 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the London Borough of Camden, which is those developed out of the Department of Urban Archaeology Site Manual and presented in PCA's Operations Manual 1 (Taylor & Brown, 2009, updated 2018). No alternative recording system will be adopted without the prior agreement with the Archaeology Advisor to the Local Planning Authority.

- 6.2.2 The site archive will be so organised as to be compatible with the other archaeological archives produced in the Local Authority area. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 6.2.3 A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS benchmarks used and the site TBM will also be indicated.
- 6.2.4 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester-based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.
- 6.2.5 At least one long section will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.
- 6.2.6 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.
- 6.2.7 The trenches and the locations of any baselines or sections will be georeferenced using digital GPS technology.

6.3 Stratigraphic Matrix

- 6.3.1 A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

6.4 Photographic Record

- 6.4.1 A photographic record of the investigations will be prepared. This will consist of high quality, colour digital photographs taken in jpeg and RAW formats by an appropriately trained individual, illustrating in both detail and general context the principal features and finds discovered. The photographic record will also include 'working shots' to illustrate more generally the nature of the archaeological operation mounted. The digital images will be preserved on a dedicated and backed up server. The RAW files will be converted to high quality tiff images for eventual preservation by the Museum of London Archaeological Archive (LAA).

7 TREATMENT OF FINDS AND SAMPLES

7.1 General

7.1.1 All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

7.2 Environmental

7.2.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.

7.2.2 The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with the Archaeology Advisor to the Local Planning Authority and, if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.

7.2.3 A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

7.3 Artefactual

7.3.1 All finds retrieval policies of the Museum of London will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the Archaeology Advisor to the Local Planning Authority.

7.3.2 All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in '*Conservation Guidelines No.2*' (Institute for Conservation, 1990) and the '*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*' (Museum of London, 2009). All metal objects will be x-rayed and then selected for conservation (except in those cases where the Archaeology Advisor to the Local Planning Authority agrees that this will not be necessary).

7.3.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

8 ARCHIVES AND REPORTS

8.1 Site Archive Destination

- 8.1.1 Following the completion and approval of the fieldwork and post-excavation work associated with this project, the resulting archive comprising such items as finds, samples, paper and digital records, photographs and digital data will be transferred by PCA to a local museum or repository which will curate the archive thereafter.
- 8.1.2 For this project, the repository which is expected to take custody of the archive is:
The London Archaeological Archive (LAA)
- 8.1.3 The custodial transfer of the finds archive will be enabled by means of a Deed of Transfer, issued by LAA, which must be signed by the landowner.
- 8.1.4 The landowner or, if PCA is commissioned by a third-party on their behalf, the commissioning client, agrees, by approval of this document, to donate all finds and archives to the aforesaid repository.
- 8.1.5 PCA will liaise with LAA to arrange for a Deed of Transfer to be signed by the landowner authorising the transfer of the finds archive. The client or their agent is requested to complete details of the landowner at Appendix 2 of this document and return it to PCA before the site work commences.

8.2 General

- 8.2.1 The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the '*Standards in the Museum Care of Archaeological Collections*' (Museums and Galleries Commission, 1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (Society of Museum Archaeologists, 1995). For deposition with LAA, the Guidelines for the Preparation of Archaeological Archives (Institute for Conservation, 1990) will be followed.
- 8.2.2 If the finds are not to be donated to LAA, arrangements will be made for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.
- 8.2.3 The minimum acceptable standard for the site archive is defined in the *Management of Research Projects in the Historic Environment* (Historic England, 2015). It will include all materials recovered, (or the comprehensive records of such materials as referred to above) and all written, drawn, and photographic records, including a copy of all reports relating to the investigations undertaken. It will be quantified, ordered, indexed, and internally consistent before transfer to LAA. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 8.2.4 The guidelines for the preparation of excavation archives for long term storage (Institute for Conservation, 1990) will be followed.
- 8.2.5 A short summary of the results of the work, even if negative, will be bound into the client report for submission to the LPA and the Greater London HER along with the GLHER report form as soon as possible after the completion of archaeological works.
- 8.2.6 Minimum requirements for public dissemination are for OASIS report forms to be submitted to the OASIS Project as soon as possible or within six months of completion of fieldwork, and the provision

of a short paragraph summary of the results for publication in the *London Archaeologist's* 'Excavation Round-Up'. Such publications will meet the minimum requirements set out in *Management of Research Projects in the Historic Environment* (Historic England, 2015) and derive from a 'phase 2 review' as defined in the same document. There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the GLHER within six months of the completion of fieldwork.

8.2.7 Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the *Management of Research Projects in the Historic Environment* will be followed.

8.3 Report

8.3.1 Notwithstanding details included above all fieldwork and results will be fully recorded and an evaluation report prepared. Copies of the report will be forwarded by PCA to the following bodies:

- The commissioning client
- Historic England

8.3.2 The evaluation report will include:

- Non-technical summary;
- Introduction;
- Planning Background;
- Previous archaeological work relevant to the evaluation;
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the evaluation and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the evaluation strategy;
- Statement of potential of the archaeology;
- Conclusions (and recommendations following consultation with the Council);
- Bibliography;
- Acknowledgements;
- OASIS form.

8.3.3 The project resource agreed between PCA and the client allows for the production of an evaluation report, to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide our client a draft copy of the evaluation report for comment within two to three weeks of the completion of the evaluation, to then be provided to the Archaeology Advisor to the Local Planning Authority.

9 SIZE AND STRUCTURE OF FIELDWORK TEAM

9.1 The day to day direction of the fieldwork will be undertaken by a member of staff who has considerable experience of working in the urban environment.

9.2 The excavation team will be selected from current staff and will comprise a supervisor and one to two archaeologists for the evaluation.

- 9.3 A standard working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime.

10 PROGRAMMING

- 10.1 Pending approval of this document by the client and GLAAS/the local planning authority, the evaluation is planned for execution in Spring 2023. The fieldwork is anticipated to take around 3 working days.

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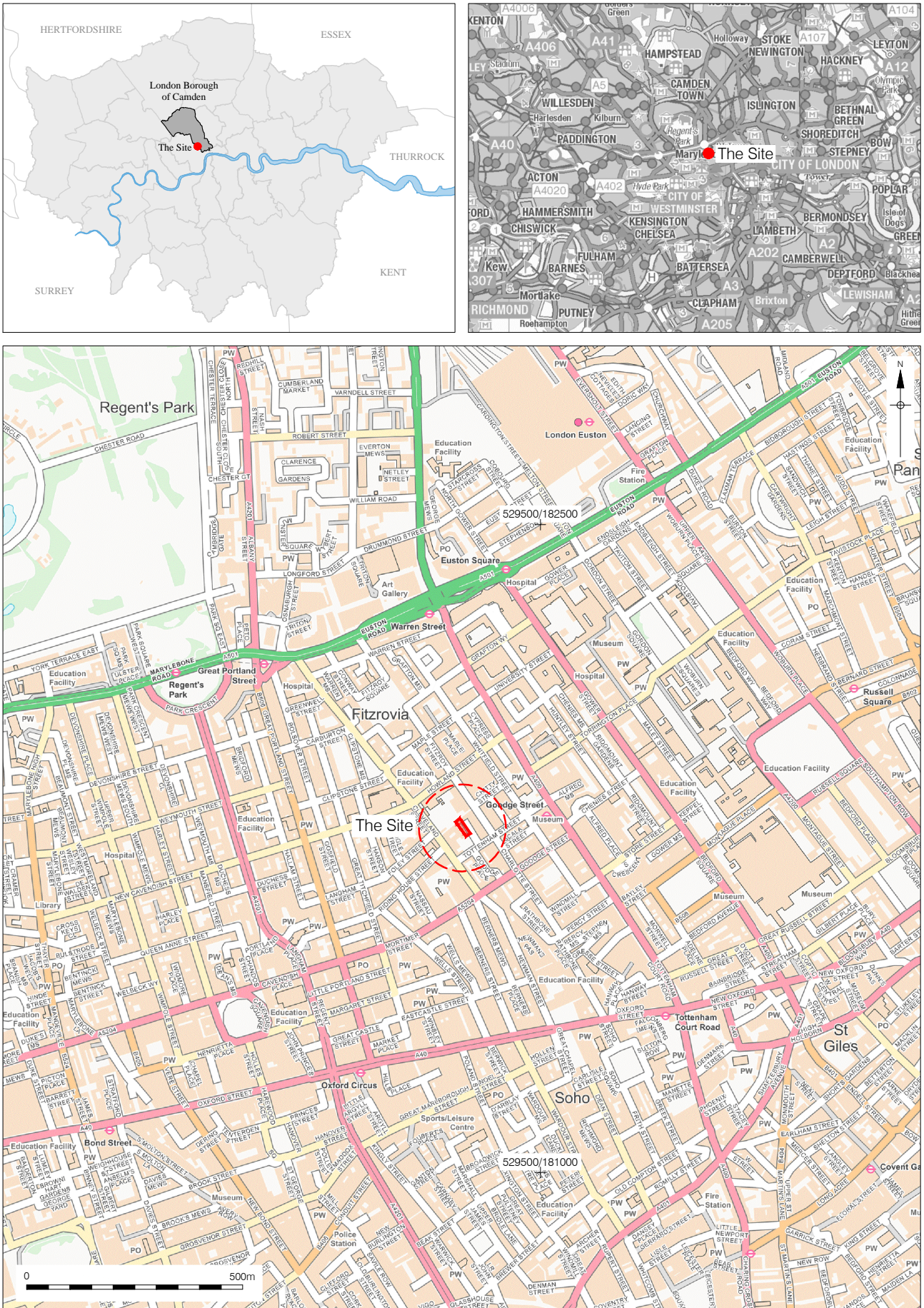




Figure 2
Proposed Trench Locations
1:500 at A4

12 APPENDIX 1: LANDOWNER DETAILS FORM



PCA South

Unit 54 Brockley Cross Business Centre, 96 Endwell Road, Brockley, London SE4 2PD



Operations ~ 020 7732 3925



info@pre-construct.com

Administration ~ 0207 358 2197



www.pre-construct.com

Post-excavation services ~ 020 7639 9091

PCA Ltd is due to carry out an archaeological investigation on the site below:

Site name: 14-19 Tottenham Mews

Site Address: 14-19 Tottenham Mews, Camden, London, W1T 4AA

Site Code **To be confirmed**

We have been instructed / commissioned for the work by Glenman Corporation Ltd.

Following completion of the site, the full site archive including artefacts worthy of retention will be deposited by PCA with a museum or repository who are committed to curate this archive.

To action this, PCA requires the name and address of the Landowner so that a Transfer of Title can be arranged for the deposition of the archive, by Deed of Transfer between the recipient museum or repository and the Landowner.

Therefore could you please complete the details below and return this letter by post or e-mail to the following:

Chris Mayo cmayo@pre-construct.com	Pre-Construct Archaeology Ltd Unit 40, Brockley Cross Business Centre 96 Endwell Road, London SE4 2PD
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NAME AND ADDRESS OF SITE OWNER / FREEHOLDER

Name:

Address:

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.....
.....

COMPANY REGISTRATION NO. (Required for sites in Greater London)

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PCA

PCA CAMBRIDGE

THE GRANARY, RECTORY FARM
BREWERY ROAD, PAMPISFORD
CAMBRIDGESHIRE CB22 3EN
t: 01223 845 522
e: cambridge@pre-construct.com

PCA DURHAM

THE ROPE WORKS
BROADWOOD VIEW
CHESTER-LE-STREET
DURHAM DH3 3AF
t: 0191 377 1111
e: durham@pre-construct.com

PCA LONDON

UNIT 54, BROCKLEY CROSS BUSINESS CENTRE
96 ENDWELL ROAD, BROCKLEY
LONDON SE4 2PD
t: 020 7732 3925
e: london@pre-construct.com

PCA NEWARK

OFFICE 8, ROEWOOD COURTYARD
WINKBURN, NEWARK
NOTTINGHAMSHIRE NG22 8PG
t: 01636 370410
e: newark@pre-construct.com

PCA NORWICH

QUARRY WORKS, DEREHAM ROAD
HONINGHAM
NORWICH NR9 5AP
T: 01223 845522
e: cambridge@pre-construct.com

PCA WARWICK

2 PLESTOWES BARN, HAREWAY LANE
BARFORD, WARWICK
WARWICKSHIRE CV35 8DD
t: 01926 485490
e: warwick@pre-construct.com

PCA WINCHESTER

5 RED DEER COURT, ELM ROAD
WINCHESTER
HAMPSHIRE SO22 5LX
t: 01962 849 549
e: winchester@pre-construct.com

