# THE SWEC PROJECT (SOUTHWEST ENERGY CENTRE & INCOMING SUBSTATION SITE), THE BRITISH MUSEUM, GREAT RUSSELL STREET, LONDON BOROUGH OF CAMDEN, WC1B 3DG:

# WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL MITIGATION

**PLANNING REF: 2023/4903/L**

**OCTOBER 2024**

PRE-CONSTRUCT ARCHAEOLOGY

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**PLANNING REFERENCES:** **2023/4903/L**

**NATIONAL GRID REFERENCE:** **TQ 3007 8174**

**WRITTEN AND RESEARCHED BY:** **PETER MOORE (MCIFA)**
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**CLIENT:** **THE BRITISH MUSEUM**

**CONTRACTOR:**

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**October 2024**

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# 1. INTRODUCTION

**1.1** Pre-Construct Archaeology Limited (PCA) has been commissioned by The British Museum to prepare a Written Scheme of Investigation (WSI) for archaeological mitigation at the sites of the proposed Southwest Energy Centre (SWEC) and Incoming Substation Site (ISS), parts of the overall Energy Centre Programme (ECP) at The British Museum, Great Russell Street, London Borough of Camden, WC1B 3DG (Figures 1 and 2). The SWEC site is located to the southwest of the main museum building and the ISS site is located between the overall site's eastern boundary and the East Road. The museum site is centred at TQ 3007 8174.

**1.2** Planning application 2023/4903/L.

**1.3** An updated archaeological desk-based assessment report was prepared by PCA[1] in September 2023, which states that there is a low to moderate potential for prehistoric material, a low potential for Roman material, a low potential for Saxon material, a low potential for medieval material, a high potential for post-medieval material and a high potential for modern material. Earlier archaeological excavations at the museum[2] found part of the London Civil War defences the line of which runs to the north of the SWEC and ISS locations, as well as features associated with the 17th century Montagu House. An archaeological watching brief[3] was undertaken on the combined route trial pits around the museum building in 2023, which found possible agricultural or garden deposits, and masonry structures and deposits relating to the British Museum and surrounding residential properties.

**1.4** The proposed SWEC and ISS buildings and associated construction, landscaping and service replacement works (together called the Proposed Enabling & Phase 2 Works) (Figures 3-5) do not incorporate any basements. On the basis of the potential archaeology Historic England recommended the following archaeological strategy[4]:

"A programme of archaeological monitoring of groundworks will be needed with sensitive works subject to a controlled 'strip, map and sample' approach."

**1.5** This archaeological Written Scheme of Investigation sets out the various archaeological mitigation strategies according to past and proposed impacts, procedures, standards and techniques to be undertaken.

**1.6** This proposal will follow the methodologies set out in the Historic England (GLAAS) guidance papers.[5]

[1] Bates, Emily September 2023, "The Energy Centre Programme (SWEC and ISS), The British Museum, Great Russell Street, London Borough of Camden, WC1B 3DG: An Archaeological Desk-Based Assessment", PCA unpublished report.
[2] Haslam, Rebecca ad Ridgeway, Victoria 2017 "Excavations At The British Museum: An Archaeological and Social History of Bloomsbury", London: The British Museum.
[3] Bazely, Bob 2023, "The British Museum Combined Services Route Trial Pits, Bloomsbury, London WC1B 3DG: An Archaeological Watching Brief", PCA unpublished report.
[4] Letter Sandy Kidd (Historic England GLAAS) to Elaine Quigley (London Borough of Camden), 6th December 2023.
[5] Historic England (GLAAS), *Guidelines for Archaeological Projects in Greater London,* 2015

# 2 RESEARCH OBJECTIVES

**2.1** The overall aims and objectives of the archaeological excavation are to assess the presence or absence of archaeological features, structures or artefacts which may be disturbed by the construction of the proposed route, and if present to investigate and record them.

**2.2** In particular the work will try to address the following questions:

- Is there further evidence of a palaeolithic activity horizon or was the recent find of an axe on the site the result of a stray deposition or post-deposition movement?
- Is there any evidence for any prehistoric to medieval activity on the site?
- Is there any evidence of any activity associated with the construction, occupation or demolition of Montague House?
- Is there any further evidence for activity contemporary to the construction and use of the Civil War defences, within the "landscape of war"[6]?
- Is there any evidence for the extent of brickearth quarrying on the museum site?
- Is there any evidence for the construction of the present museum building?

[6] Mills, P. 2023, "The Civil War Defences of North London reviewed: Hoxton to Bloomsbury" in London Archaeologist volume 16(11), p291

# 3 FIELDWORK METHODOLOGY

## 3.1 Types of Investigations

3.1.1 The archaeological mitigation strategy relates to the survival of potential archaeological deposits and structures, past impacts and the impact that the proposed works for the demolition of the existing structures and the construction of the SWEC and ISS buildings and associated construction activities.

3.1.2 The works have been divided into 9 separate areas of activity, past impacts, proposed new impacts and the proposed mitigation and these are set out in Table 1. Figures 3-5 show the locations of these areas.

## 3.2 Watching Briefs

3.2.1 PCA will undertake archaeological watching briefs on areas where there has been high previous impacts, and will monitor all ground reduction/excavation works for the survival of any archaeological deposits, structures or artefacts. Any such survival will be recorded and if appropriate sampled and removed from site. Watching briefs will be conducted in Areas 1, 2, 4, 7, 8 and 9. Initially the removal of slab and "made ground" in Area 6 will be undertaken under a watching brief.

3.2.2 The watching briefs will aim to determine and record, as far as is reasonably possible, the location extent, date, character, condition, significance and quality of any surviving archaeological remains. Attention will be given to sites and remains of all periods.

3.2.3 In addition to the excavation of human made deposits detailed recording and assessment of 'naturally deposited' levels may be necessary, especially when these are organically preserved and laid down within archaeological periods. This is particularly important in dealing with peat, palaeochannels and alluvial formations, which can provide valuable information about the natural environment before, during, and after occupation of adjacent or inter-stratified landscapes.

## 3.3 Evaluation Trench

3.3.1 After the removal of slab and "made ground" an evaluation trench measuring 10m x 6m will be excavated to as to determine the impact of any previous activities in this area, what deposits may survive and what the appropriate mitigation might be (none, watching brief or "Strip, Map and Sample").

## 3.4 Archaeological "Strip, Map and Sample"

3.4.1 Because of the high impacts of proposed new works in Areas 3 and 5 the mitigation strategy will be "Strip, Map and Sample". PCA will monitor the machine excavation until formation level or archaeological levels are encountered.

3.4.2 Following this ground reduction, all faces of the exposed areas that require examination and recording will be cleaned using appropriate hand tools. All investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and in section.

3.4.3 The “Strip, Map and Sample” exercises will aim to determine and record, as far as is reasonably possible, the location extent, date, character, condition, significance and quality of any surviving archaeological remains. Attention will be given to sites and remains of all periods.

3.4.4 In addition to the excavation of human made deposits detailed recording and assessment of ‘naturally deposited’ levels may be necessary, especially when these are organically preserved and laid down within archaeological periods. This is particularly important in dealing with peat, palaeochannels and alluvial formations, which can provide valuable information about the natural environment before, during, and after occupation of adjacent or inter-stratified landscapes.

3.4.5 All works connected to the identification and mitigation of services, site and trench security, water and spoil management will be undertaken by the main contractor. Details of this arrangement will be included in the Risk Assessment and Method Statement prepared by PCA ahead of the fieldwork starting.

3.4.6 All arisings from trenches will be carefully inspected to ensure that any artefacts are recovered and deposits will be scanned with a metal-detector at regular intervals to enable finds recovery.

**Table 1**

### 3.5 General

3.5.1 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.

3.5.2 If human remains are found, they will be left unexcavated until a Ministry of Justice (Coroners Department) Licence is obtained.

### 3.6 Access and Safety

3.6.1 Reasonable access to the site will be granted to the client and their representatives, the London Borough of Camden and Historic England (GLAAS), 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.

3.6.2 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 investigation.

3.6.3 There is a duty of care for the developer to provide all information reasonably obtainable on contamination and the location of live services before site works commence.

### 3.7 Recording Systems

3.7.1 A unique-number site code has been agreed with the Museum of London: TBM22.

3.7.2 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the borough of Camden, that is those developed out of the Department of Urban Archaeology Site Manual, now published by the Museum of London Archaeology Service [7]. No alternative recording system will be adopted without the prior agreement with the local authority.

3.7.3 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.

3.7.4 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. The location of the OS benchmarks used and the site TBM will also be indicated.

3.7.5 A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be

[7] MOLA 1994 "Archaeological Site Manual" (3rd Edition)

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 deeply stratified sites. Where possible the information should be digitised for eventual CAD application.

3.7.6 Sections, including the half-sections of individual layers or features will be drawn as appropriate to 1:10 or 1:20.

3.7.7 The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

3.7.8 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 investigation. Spot dating should be incorporated where applicable during the course of the excavation.

3.7.9 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 London Archaeological Archive (LAA).

### 3.8 Treatment of Finds and Samples

3.8.1 Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. In particular the potential for environmental analysis to inform our understanding of the development of the rural area, and the activities undertaken there, will be assessed. 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.

3.8.2 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 PCA's geoarchaeologist, environmental consultants, QUEST and Historic England (GLAAS) Scientific Advisor, Sylvia Warman. Subsequent off-site work, and analysis of the processed samples and remains, will be undertaken by, or in consultation with, our environmental manager. The sampling strategy will also be determined with reference to Historic England's Environmental Archaeology guidelines[8].

3.8.3 Generally, the processing of environmental samples will be undertaken as part of post-excavation. However, where deemed worthwhile, the rapid assessment of bulk samples may be undertaken throughout the excavation. Bulk samples may be processed by the standard floatation methodology in order to evaluate the preservation potential and artefactual component of a given deposit.

3.8.4 While bulk sampling will primarily be employed for recovery of environmental evidence the recovery

[8] Campbell, G., Moffett, L. and Straker, V. 2011. *Environmental Archaeology: A Guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (2nd edition). Swindon: English Heritage.

of artefactual evidence through bulk sampling should not be discounted. During the initial evaluation bulk sampling of deposits in the South Block resulted in the recovery of abundant fragments of struck flint, including microdebitage. Material which was too small to be identified on-site during excavation.

3.8.5 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 nominated representative of the Local Planning Authority.

3.8.6 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 the United Kingdom Institute for Conservation's '*Conservation Guidelines No.2*' and the Museum of London's '*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*'. All metal objects will be x-rayed and then selected for conservation (except in those cases where the nominated representative of the Local Planning Authority agrees that this will not be necessary).

3.8.7 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at Pre-Construct Archaeology Limited's office and at the Museum of London, should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

3.8.8 Before commencing the archaeological investigations, PCA will confirm in writing to the Borough of Camden's archaeological advisors, Historic England (GLAAS), that arrangements are in hand to cover all necessary processing, conservation, and specialist analysis and storage of finds and samples.

# 4 POST-EXCAVATION METHODOLOGY

## 4.1 Reporting

4.1.1 Upon completion of the fieldwork a structured post-excavation report process will be followed. This is detailed below and in Appendix 1.

## 4.2 Site Archive Destination

4.2.1 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 The British Museum which will curate the whole archive, including the digital elements, thereafter.

## 4.3 Site Archive Standard

4.3.1 The integrity of the site archive will be maintained and will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's Standards in the Museum Care of Archaeological Collections (1992) and Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales (SMA 1995). For deposition with The British Museum, the Guidelines for the Preparation of Archaeological Archives will be followed.

4.3.2 The minimum acceptable standard for the site archive is defined in the Management of Archaeological Projects 5.4 and Appendix 3. 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 The British Museum. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.

4.3.3 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.

4.3.4 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.

4.3.5 Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the *Management of Archaeological Projects* 1991 will be followed.

## 4.4 Assessment Report

4.4.1 Notwithstanding details included above all fieldwork and results will be fully recorded, and an Assessment Report prepared and provided to the client for comment.

4.4.2 The Assessment Report will include the following items:

- Non-technical summary;
- Introduction;
- Planning Background;
- Previous archaeological and geoarchaeological work relevant to the project;

- Topography of the site;
- Research objectives;
- Methodology;
- The results of the fieldwork and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the fieldwork strategy;
- The value of the data to local, regional and national research priorities;
- A review of the data in the context of the questions posed in the WSI;
- New research questions arising from the data collection;
- Conclusions and recommendations, if appropriate;
- Specialists reports
- Publication Synopsis.
- Details of the archive and its proposed location; and
- Bibliography;
- Acknowledgements;
- OASIS form;
- Illustrations as appropriate;

4.4.3 A project resource will be agreed between PCA and the client for the production of an assessment report to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide a draft copy of the report to the client for comment within six-nine months of the completion of the fieldwork. Once review by the client, PCA will issue the report to GLAAS.

### 4.5 Analysis and Publication

4.5.1 Because there are multiple elements to and separate planning applications for to the overall ECP Project, there may be additional requirements for archaeological investigations. With that being the case any analysis and publication work will not be undertaken separately for the SWEC and ISS, but rather for all elements combined once all assessments and/or reports are completed. An overall method statement will be produced with recommendations for that single analysis and publication project.

4.5.2 Minimum requirements for public dissemination is for OASIS report forms to be submitted to the OASIS Project as soon as possible of within 6 months of completion of all the fieldwork, and the provision of a short paragraph summary of the results for publication in *London Archaeologist*. Such publications will meet the minimum requirements set out in Appendix 7, Management of Archaeological Projects (1991), 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 6 months of the completion of all the fieldwork. A copy of the client report will be sent to the Local Studies Library.

4.5.3 Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the Management of Archaeological Projects 1991 will be followed.

4.5.4 Once approved by the Archaeology Advisors of GLAAS to the local planning authority, and with written confirmation of funding agreement from the client, the analysis work can begin.

### 4.6 Public Engagement

4.6.1 It is understood that any public engagement for the overall project will be co-ordinated by the press and communications department at The British Museum. PCA will not make any separate public announcements but will fully support The British Museum in any of its public engagement works.

# 5 RESOURCES AND PROGRAMMING

**5.1** The programme of development works is still to be determined but works are likely to start post late 2024 to early 2025.

**5.2** Accommodation, as well as welfare facilities and tool storage, will be provided by the museum or main contractor.

**5.3** The archaeological works will be inspected and monitored by Historic England (GLAAS) for the London Borough of Camden.

**5.4** The Health and Safety policies of Pre-Construct Archaeology Limited will be followed and in accordance with all statutory regulations. Full acknowledgement and compliance will be made to existing site policies and procedures and those of the main contractor.

**5.5** The archaeological works will be supervised by a member of staff who has undertaken a similar exercise on a number of occasions, together with a team of trained archaeologists.

*Figure 1 – Site Location*

*Figure 2 – Detailed Site Location*

*Figure 3 – Proposed Ground Floor  Plan – ISS*

*Figure 4 – Proposed Ground Floor Plan – SWEC*

*Figure 5 – Proposed Drainage Replacement, Pillars and Crane Base*

# APPENDIX 1: Summary of the Post-Excavation Report Process

The archaeological mitigation fieldwork is due to start in late 2024 to early 2025 and this report sets out the post-excavation processes that will be undertaken on the archive of all the archaeological investigations for the ECP Project.

Once the individual fieldwork investigations have been completed the post-excavation tasks will be undertaken according to the process below. An assessment report will be done for each investigation, but a combined analysis and publication project will be undertaken.

## COMPLETION OF ARCHIVE

### Checking of records

The following records will have been made on site: context sheets, sample sheets, plans, sections, elevations, surveys, photographs, context registers, sample registers, small finds registers, photographic registers. All the records produced during the fieldwork need to be checked to make sure that all the relevant parts of the sheets are completed, the stratigraphic relationships of individual contexts are correct, and the interpretations are right.

### Processing of finds

All the finds recovered from the site will be washed and marked, where appropriate, with the site code and context/skeleton number. They will be placed within boxes suitable for eventual archiving.

### Processing of environmental samples

All the environmental bulk and column samples will be processed using a flotation tank to retrieve small artefacts such as small lithics and ecofacts such as charcoal, carbonised seeds, fishbone, small mammal and amphibian bones.

### Spot dating of finds

Those finds which can be dated (pottery, clay tobacco pipe, glass, ceramic building material, coins etc) will be quickly spot dated by a specialist to provide dating for the supervisor so that individual contexts (layers, features and buildings) can be placed within a phase of activity.

### Production of a site matrix

Once all the contexts have been checked a sitewide matrix will be produced which will detail on a diagram (Excel data base) all individual contexts and their relationship to all other contexts (i.e. whether they are older or younger). The site matrix will be integrated with other matrices created on the project since it started.

### Production of phased index

Once the spot dating and site matrix have been completed a phased index of all the contexts used on site will be produced. This index is a table (Pelican database) which will include the following columns:

| Site Code | Context No. | Trench | Plan | Section / Elevation | Type | Description | Date | Phase |
|---|---|---|---|---|---|---|---|---|

This index will enable the supervisor, and all finds specialists, to quickly access the available information for each individual context on the site. The index will be integrated with other indices created on the project, including the investigations.

**Production of summary report**

A summary report will be produced to briefly describe the site and its main findings within dated phases of activity. This will help the finds specialists to place their findings within a site context.

**POST-EXCAVATION ASSESSMENT REPORT**

Once the archive has been completed the findings of each investigation and its artefacts will be assessed. The supervisor will undertake to describe the main archaeological remains on the site within a dated framework of phases of activity. All the finds recovered from the site will be examined, catalogued and assessed by relevant specialists. Environmental and other samples that have been taken will be processed and assessed. All the results of the individual assessments of the archaeological remains and the finds will be detailed in a Post-Excavation Assessment Report. The assessment report will incorporate all findings and artefacts found on each investigation. Each Assessment Report will have the following sections:

**1 Abstract**

The circumstances and results of the archaeological investigation will be briefly summarised.

**2 Introduction**

The circumstances of the archaeological investigation will be described with details of the dates and type of archaeological work and relevant information on the background to the site including previous archaeological reports. Details of the client and the main protagonists in the investigation will be laid out.

**3 Planning Background**

The planning background of the site will be described with reference to NPPF, local council UDP and other relevant plans.

**4 Geology and Topography**

The underlying geology of the site and the topography of the area will be described.

**5 Archaeological, Geoarchaeological and Historical Background**

The archaeological, geoarchaeological and historical background of the site will be described so that the archaeological remains can be placed within a context. A brief overview of all periods will be given with more detail added to those periods which are most relevant to the archaeological remains uncovered on the site.

## 6 Archaeological Methodology

The archaeological methodology employed on the site will be detailed including how the trenches were monitored, surveyed and recorded, with locations of Benchmarks used for levels. The location and size of all excavation areas that were investigated will be detailed.

## 7 Phased Archaeological Sequence

The geoarchaeological and archaeological remains will be described in phase order with the earliest deposits and features detailed first and ending with the latest features. Each feature on site: fill, layer, masonry or cut has been given an individual context number on site. These will be described either individually or as groups to provide a broad overview of what archaeological remains was encountered on the site. A deposit model for the site and surrounding area will be developed using the software Rockworks.

## 8 Discussion

The geoarchaeological and archaeological results will be discussed by phase, placing the results within a geoarchaeological, archaeological and historical framework for the area.

## 9 Original Research Questions and Revised Research Questions

The original research questions which were posed in the WSI for the fieldwork will be answered as far as possible based on the results obtained from the archaeological investigation. Following the results of the investigation new research questions will be posed.

## 10 Importance of the Results, Further Work and Publication Proposal

The importance of the geoarchaeological and archaeological results will be discussed placing them in a national, regional or local framework. Further work that has been identified in the new research questions and recommended by individual finds specialists will be detailed. A publication proposal will be set out, suggesting an outlet for publication and including a brief synopsis of the proposed report.

## 11 Contents of the Archive

The contents of the archaeological archive will be listed. This will consist of; the paper archive including context sheets, sample sheets, plans, section and elevations; the finds archive which will include quantities of each different finds type; and the photographic archive.

## 12 Acknowledgements

The client, consultant, on site contractors and all those involved in the project will be acknowledged.

## 13 Bibliography

A full bibliography of all sources cited within the report will be listed.

## Appendices

The appendices will consist of the phased context index, finds assessment reports outlining the quantity, condition, date and importance of all the different types of finds assemblages (e.g. lithics,

pottery, ceramic building material, stone, glass, clay tobacco pipe, animal bone and small finds). The Finds reports will make recommendations for further analysis and publication of the assemblages. An Oasis form, which is a summary record of the archaeological investigation for the Historic Environment Record, will also be appended and downloaded onto the Oasis website.

**Illustrations**

The report will be fully illustrated with AutoCAD figures, consisting of a site location, trench location, phased plans showing all archaeological features and individual sections and elevations.

**Plates**

A selection of photographs of the more important geoarchaeological and archaeological remains will be included as plates.

**Project management**

All aspects of the above processes will be managed by the PCA post-excavation project manager assigned to this project. The assessment report will be edited by the post-excavation manager to ensure it is accurate, readable and suitable for submitting towards discharging the planning permission conditions.

## POST-EXCAVATION ANALYSIS & PUBLICATION REPORT

Based on the findings of all Assessment Reports further analysis and publication of the combined results will be proposed. The level of reporting and the final outlet(s) for publication will be determined following the completion of the assessment of material as above.

The Assessment report will then be submitted to The British Museum and Historic England for approval.

Following the approval of the document, which will include recommendations for the publication outlet, the preparation of the publication article for the site can commence.

At present it is suggested that the publication will be submitted to the peer reviewed journal such as *Transactions of the London and Middlesex Archaeological Society*. The following tasks will be undertaken.

**Specialist analysis and publication reports**

All the geoarchaeological, environmental and archaeological specialists during the assessment process will have made recommendations for further work, including further analysis of the finds and their publication and illustration. They will now undertake that further analysis, placing their results in context with other similar finds assemblages from other sites in the area. They will then produce publication reports to be included in the journal report.

**Finds Illustration**

Finds illustrations, both line drawings and photographs, of the different types of assemblages will be

undertaken based on the recommendations of individual specialists.

**Research and Writing of Main Text**

The geoarchaeological and archaeological authors will undertake research to place the results of the present site in context with other similarly dated sites in the vicinity. This will involve a study of other site reports and publications in journals and monographs.

The supervisor will then describe the background to the site excavation, describe the site sequence and then discuss the results of the site in relation to other similar sites in the locality.

A series of CAD publication figures will be produced showing the features revealed on site by phase.

**Journal Page Costs**

The publication report will be submitted to the journal and once accepted it will send back a series of peer reviewed comments which have to be addressed before final submission. Final copy editing and then proof reading of the article will follow. Once published the journal will charge a page cost based on the number of pages and colour illustrations in the journal.

**Project management**

All aspects of the above processes will be managed by the PCA post-excavation project manager assigned to this project. The publication report will be edited by the post-excavation manager to ensure it is accurate, readable, on budget and suitable for submitting towards discharging the planning permission conditions. The editing will include final copy editing and then proof reading.

**PREPARATION & DEPOSITION OF THE ARCHIVE**

Following the further analysis of finds required for the publication, the complete archive, including digital archive, can be prepared for deposition with The British Museum. These will require all paper, digital and finds archives to be prepared in accordance with the guidelines of the Museum. Following the publication of the final article and deposition of the paper, digital and finds archives with The British Museum all archaeological planning obligations for the site will have been met.

## APPENDIX 2: Digital Data Management Plan

| Section A: Project Information | | | |
|---|---|---|---|
| HER# (Site Code): | TBM22 | Other Site Codes | n/a |
| Site Full Location | | | |
| OASIS ID: | tbc | K-Code: | K9324 |
| Museum Acc. # | tbc | NGR # | TQ 3007 8174 |
| Planning Ref #: | 2023/4903/L | Planning Authority | London Borough of Camden |
| DMP Written | 31/10/2023 | DMP Last Updated | n/a |
| Project Manager/ Primary Contact: | Peter Moore | Project Type: | Watching Brief |
| Client: | The British Museum | Site Supervisor: | Tbc |
| Data Sharing Agreement in Place? | No | | |
| Data Management Responsibility | Pre-Construct Archaeology Limited | Who will take possession of the generated data at the end of the project | Archaeology Data Service (ADS) |

| Section B: Estimated Volume of Data | | | |
|---|---|---|---|
| File types generated as part of the project archive by PCA: | | | |
| Data Type | Format | Estimated Volume | Details/Comment |
| Spreadsheets | Excel (.xlsx), .csv | Tbc | |
| Database | Access (.accdb) | Tbc | |
| Text/Documents | .pdf, Word (.docx) | Tbc | |
| Images | .jpeg, .png, .DNG | Tbc | |
| Graphics | .dwg, | Tbc | |
| GIS | .shp | Tbc | |
| Will existing or external data be utilised? | | | YES |
| If yes, list type of data and source: External specialist reports, external images | | | |

| Data Type | Format | Estimated Volume | Source | Details/Comment |
|---|---|---|---|---|
| Images | .jpeg, .png, .DNG | Tbc | | |
| Graphics | .dwg, | Tbc | | |
| GIS | .shp | Tbc | | |
| Text/Documents | .pdf, Word (.docx) | Tbc | | |

| Section C.: Data Acquisition, Processing, and Analysis |
|---|
| What methods and data standards will be undertaken? |
| Field data will be collected through digital and analogue means as set out within the project design. All data that will be collected will aim to work to best practice guidelines as outlined by CIFA and the ADS, as well as any specific London guidelines, whenever possible and will be updated as the project progresses, or as guidance is modified. |
| What file naming/structure is in place and how will version control be maintained? Display example below. |
| Example file name: PCA_FGL23_Jubilee House, Stratford_Assessment_JB_rev1<br>Key: PCA (Organisational identifier) FGL23 (site code) Jubilee House, Stratford (Site name) Assessment (report type) JB (author identifier) rev1 (version control identifier)<br><br>The project archive will be stored in a project specific folder, with sub folders being utilised to further sub-classify data as appropriate (e.g. databases, photos, reports, etc.). |
| What Quality Assurances of the data are in place? |
| All digital instruments used to capture data on site and during post-ex (e.g. cameras, GPS/RTK units, etc.) will be appropriately calibrated and checked to be in full working order prior to fieldwork and subsequent analysis to ensure accurate data capture. Site records and data will be reviewed during project delivery to guarantee all digital data is both secure and correct. |

| Section D: Documentation and Metadata: |
|---|
| How can the data be read? |
| Data collected during the course of the project will include standard formats as listed within section B. |
| What documentation and metadata will be provided when the data is archived? |
| A catalogue of the digital archive, material archive, paper archive, and the supporting metadata will be provided to the digital repository |

| Section E: Ethics and Legal Compliance: |
|---|
| How can the identity of individuals be protected if required |
| Personal data will be removed from the digital archive prior to deposition, and permission to include personal data will be gained during the project if required. |
| Is the data GDPR 2018 compliant? |
| All digital archive data is compliant with GDPR as outlined within PCA's GDPR policy. |
| Who owns the data generated during the course of this project? |
| Copyright for all data generated or collected by the project team belongs to PCA. However, if external data is utilised, formal permission or licences will be obtained prior to use, and correct citation given during reporting and when archived. Any licences agreed with external parties will be included within the project archive. |

| Section F: Storage and Backup: |
|---|
| Is sufficient storage in place? |
| All project data will be held on a server based at our London office. The server has sufficient space to hold all data generated during the project. |
| What backups are in place? |

| |
|---|
| Project data will be stored on a companywide intranet and on servers located at our London office. |
| What data security is in place? |
| All project data is restricted by permission-based access and single factor authentication. The only exception to this is when external finds or data specialists are consulted, with only files pertinent to their role are shared directly. |

| Section G: Selection and Preservation: | |
|---|---|
| Which data will be selected for inclusion within the project archive? | |
| Selection of data that will be included within the project archive will be informed by the WSI, Project Brief, research aims, and specialist recommendations. All data selected for preservation will be logically named, identified, and structured, and will adhere to the formats listed in section B. Any deselected data will be deleted after deposition with the ADS or relevant archival repository. | |
| What is the long-term preservation plan for the project dataset? | |
| The digital archive will be deposited with the ADS. | |
| If this is a larger project, has the ADS been contacted regarding accession of the project dataset? | NO |
| Has the Museum or depository been contacted | NO |

| Section H: Data Dissemination: |
|---|
| How will the dataset or parts of it be shared? |
| The final project report will be uploaded to the HER via OASIS and subsequently released onto ADS's report library. Additionally, the report will be published either through a full publication, or as a note in the regional archaeological journal. After deposition of the digital archive, the ADS and relevant depository are able to share the data under licence. |

| Section I: Responsibilities: | | |
|---|---|---|
| Who will manage the data? | | |
| The project manager will be responsible for implementing the data management plan and its security. | | |
| Roles and Responsibilities: | | |
| Action | Responsible Person(s) | Details/Comment |
| Field Data | Field team | Including initial storage and backup |
| Data Analysis and Interpretation | Site Supervisor/Project Manager | |
| Data Archiving | Archives Officer | |
| Data Dissemination | Project Manager/Archives Officer | Archives officer will be responsible for uploading report onto OASIS. |
| GDPR Compliance | Project Manager/Archives Officer/ IT Specialist | |
| General Data backup | IT Specialist/Archives Officer | |

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