



King's Cross Central Regeneration House

Wharf Road

London N1

London Borough of Camden

Written Scheme of Investigation for

Level 3 Historic Building Survey

National Grid Reference: 530214 183532

Project Manager David Divers

Museum of London Archaeology

© Museum of London

Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED
tel 0207 410 2200 fax 0207 410 2201 email MOLAGeneralEnquiries@museumoflondon.org.uk



17 March 2012

Regeneration House
King's Cross Goods Yard
Wharf Road
London N1

Written Scheme of Investigation for
Level 3 Historic Building Survey

Sign-off History:

| Issue No. | Date: | Prepared by: | Checked/ Approved by: | Reason for issue: |
|------------------|--------------|---------------------|----------------------------------|--------------------------|
| 1 | 17/05/12 | D Sorapure | D Divers | Draft for client review |
| | | | | |
| | | | | |

© Museum of London Archaeology

Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED
tel 0207 410 2200 fax 0207 410 2201 email generalenquiries@mola.org.uk

Non-technical summary

The purpose of this Written Scheme of Investigation (WSI) is to present a strategy for the investigation, analysis and recording of the fabric of the office buildings, currently known as Regeneration House, at Kings Cross Western Goods Yard, N1 in the London Borough of Camden. This WSI also sets out the programme of reporting of the results of the survey, in order to discharge the archaeological conditions attached to the Planning consent for the redevelopment of the building. The centre of the building lies at approximately NGR 530214 183532. This document has been prepared by Museum of London Archaeology (MOLA) at the request of the client King's Cross Central General Partner Limited. The building is to be retained and refurbished as part of the redevelopment of the Kings Cross Goods yard.

Regeneration House is a three storey building plus a basement and is thought to have been constructed in 1850 (Hunter and Thorne, 1990), making it one of the earliest of the King's Cross Goods Yard buildings. The goods yard site contains two listed buildings (the Granary and the Eastern Coal Drops) and lies within the Regents Canal Conservation Area. Regeneration House is of considerable heritage value due to its place within the wider Western Goods Yard group of buildings. The structure is therefore considered to be of sufficient historical significance to warrant a programme of historical building recording.

The purpose of this document is to present a Written Scheme of Investigation (WSI) for a Level 3 standing building survey, which represents the mitigation strategy necessary to discharge the archaeological conditions attached to the Planning Consent for the redevelopment at the site.

Table of contents

| | | |
|----------|---|-----------|
| 1 | Introduction | 5 |
| 1.1 | <i>Site background and proposed development</i> | 5 |
| 1.2 | <i>Planning background</i> | 5 |
| 1.3 | <i>Brief summary of the building</i> | 6 |
| 2 | Objectives of the Survey | 7 |
| 2.1 | <i>General Considerations</i> | 7 |
| 2.2 | <i>Specific objectives and research aims</i> | 7 |
| 3 | Survey method statement | 9 |
| 3.1 | <i>Project management and quality control</i> | 9 |
| 3.2 | <i>General survey procedures</i> | 9 |
| 3.3 | <i>Specific survey method statements</i> | 10 |
| 3.4 | <i>Salvage and conservation procedure</i> | 12 |
| 4 | General attendance | 13 |
| 4.1 | <i>Attendances/engineering</i> | 13 |
| 4.2 | <i>MOLA Health and Safety policy</i> | 13 |
| 5 | Reporting and site archive | 16 |
| 5.1 | <i>Archive storage facilities</i> | 16 |
| 5.2 | <i>The project archive</i> | 16 |
| 5.3 | <i>Reporting and publication schedules</i> | 16 |
| 6 | Project timetables and staffing | 18 |
| 6.1 | <i>Programme of works</i> | 18 |

List of Figures

Cover Image: Regeneration House from the south-east,
taken from <http://www.kingscrosscentral.com/index>

Fig 1 Site location
(at back of report)

1 Introduction

1.1 Site background and proposed development

The site lies in the Eastern part of the Kings Cross Central (KXC) development, being bounded by the Regent's Canal to the south and south-east, the Eastern Transit Shed and Granary to the west. The area to the north and north-east is currently under redevelopment (see Fig 1). The centre of the building lies approximately at National Grid reference 530214 183532.

The building forms part of the wider King's Cross Goods Yard Goods, located to the east of the Grade II listed Granary Complex (also known as the Eastern Goods Yard). It is also located within the Regent's Canal Conservation Area. Current ground levels near to the site lie between c 21.6m OD and c 25.5m OD.

The approved KXC scheme comprises the phased, mixed use development of the former King's Cross Railway Lands, to include commercial, business and residential premises, public spaces and associated infrastructure works and facilities. The proposed refurbishment of Regeneration House will enable the building to be used as an exhibition and educational space.

The local planning authority requires a programme of Standing Building Recording prior to the development as a condition of the Outliner Planning Permission (Reference number 2004/2307/P).

1.2 Proposed development

The refurbishment of Regeneration House is a part of the works for the King's Cross Central (KXC) development scheme which has been granted outline planning permission by the London Borough of Camden (Reference number 2004/2307/P).

1.3 Planning background

Condition 55 of the Outline Planning Permission dated 22/12/06 (ref. 2004/2307/P) requires a programme of 'Building Recording and Analysis' to be carried out during the implementation of the scheme. Details of Condition 55 are as follows:

No development shall take place in relation to each phase of Development as notified under condition 21 until the applicant, their agent or successors in title has secured the implementation of a programme of a programme of assessment, recording, and historic analysis, which considers building structure, architectural detail and archaeological evidence. This shall be undertaken in accordance with a written scheme for investigation which has been submitted by the applicant and approved by the local planning authority.

Reason: Important archaeological remains may exist on the site. The requirements of this condition are to secure the provision of archaeological investigation and the subsequent recording of the remains prior to development and to minimise damage to them in accordance with the Environmental Impact Assessment, in accordance with the policy B8 of the London Borough of Camden Replacement Unitary Development Plan 2006.

This condition was imposed as a means of securing the mitigation measures identified and proposed within the KXC Environmental Impact Assessment and the resulting ES.

This document sets out the strategy to ensure that archaeological objectives are achieved in order to satisfy Condition 55 in respect of the proposed refurbishment of the building. The proposed strategy has been formulated following discussion with the client and the English Heritage (GLAAS) Archaeological Advisor to the London Borough of Camden.

1.4 *Brief summary of the building*

The building currently known as Regeneration House was built as purpose built offices in 1850, probably to designs by Lewis Cubitt. It is therefore part of the earliest phase of buildings constructed by the GNR at the King's Cross Goods yard. It is brick built, with three storeys plus a basement and a double pitched, hip ended roof, with a central valley. It was struck by a bomb during the Second World War, which destroyed the south-western corner and this area was subsequently rebuilt. The building has been extensively refurbished but many original architectural features remain, including the cantilevered stairs with decorative cast iron balusters.

2 Objectives of the Survey

2.1 General Considerations

A standing building survey as defined by the Institute for Archaeologists (IfA, 2001) is:

...a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, or structure, or complex and its setting, including its buried components, on land, inter-tidal zone or under water.

The purpose of the standing building survey is further clarified as being either/or

- [to enable] the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting
- to seek a better understanding, compile a lasting record, to analyse the findings/record and then to disseminate the results.

The IfA Standard goes on to note that

... (a standing building survey) may be commissioned in advance of submission of a planning application by the applicant or through their agent or adviser. It should be stressed that in this instance it is appropriate for any proposals for investigation and/or recording to be agreed with the planning archaeologist/conservation officer in advance of intrusive investigation. This is to ensure that the archaeological resource is not needlessly disturbed or damaged, nor inappropriate or excessive cost incurred (Listed Building Consent or Scheduled Monuments Consent may be required for any investigation deemed intrusive to the fabric (IfA para 3.1.7)).

And adds that

...sufficient and appropriate resources (staff, equipment, accommodation, etc) must be used to enable the project to achieve its aims, the desired quality and timetable, and to comply with all statutory requirements. Any contingency elements must be clearly identified and justified. It is the role of the archaeologist undertaking the work to define appropriate staff levels (IfA 3.3.2)

Standing building survey are normally non-destructive:

Unless undertaken as part of a process of controlled demolition (a standing building survey) should not normally result in the loss of historic fabric, including surfaces, of the building, structure or complex. Where the removal of items forms part of the brief/project outline, specification or the project design, the standards and approach to fieldwork, conservation, curation, storage, reporting and ownership are those defined in the IfA Standard and guidance for archaeological excavations (IfA 3.3.8)

2.2 Specific objectives and research aims

The work will be carried out in accordance with the English Heritage Guidance Paper Understanding Historic Buildings (EH 2006) and other applicable standards and guidance (eg IfA Standard and guidance for archaeological investigation of standing buildings or structures, 1999, 2001), and using as appropriate the terms and methods specified in the Museum of London Archaeological site manual (3rd edition 1994).

The resulting documentation is to be deposited in the English Heritage National Monuments Record Centre (NMRC) at Swindon, with the London Borough of Camden's Planning Department and with the Museum of London's archive.

A level 3 standing building survey is an analytical record. The record will include an account of the building's origins, development & use. The record will give an account of the evidence on which the analysis has been based, which allows further evaluation and re-examination in the future. Drawn and photographic records will be included as may be required, to illustrate the building's appearance and structure & to support the historical analysis.

The proposed archaeological work has the following main components:

- To make a record of the existing structure in its present condition by means of photography and annotated & measured sketch drawings done on site. Photographs will include general views of the exterior of the structure showing all elevations and shots of it within its wider setting. Photographs of internal features will also be taken, as well as photographs of internal spaces on all floors.
- To provide a description of the structure, including locational information, a summary of the structure's form, function, date and sequence of development. Use will be made of documentary archive material to give an account of the building's history and development. This will also help to inform the analysis
- To report the results in suitable form, publish a summary and deposited the report with the English Heritage National Monuments Record Centre (NMRC) at Swindon, with the London Borough of Camden's Planning Department and with the Museum of London's archive within the LAARC archives.
- To produced plan and sectional elevation drawings to scale, showing the location of the structure and showing the form and location of any structural features of historic significance.

3 Survey method statement

3.1 Project management and quality control

MOLA is structured to reflect the fact that it is fully project-oriented. Project Managers, normally the first point of contact in developing new work for MOLA, are responsible for designing and managing all projects thereafter.

All management responsibilities are contained within project teams. Formal monitoring of each project is undertaken by the Finance Manager and Senior Project Managers, at monthly project review meetings, and organisational strategy and performance is the responsibility of the Managing Director of MOLA, who reports directly to the Museum of London's Director. MOLA is a 'Registered Archaeological Organisation', and the Managing Director of MOLA is the designated 'Responsible Post-Holder'. MOLA's performance and strategic direction is overseen by the Archaeology Committee of the Museum of London's Board of Governors (appointed by the Prime Minister and the Corporation of London), which meets quarterly.

Field work, and subsequent analysis and publication programmes, will be carried out in accordance with procedures outlined in the following documents:

- English Heritage, Management of Archaeological Projects (MAP2), (1991)
- Archaeological Site Manual (MoLAS, 1994)
- Museum of London, General Standards for the preparation of archaeological archives deposited with the Museum of London, (2009).
- Institute for Archaeologists (IFA), 2001 By-Laws, Standards and Policy Statements of the Institute for Archaeologists,): Standard and guidance for archaeological investigation of standing buildings or structures
- MOLA, Health and Safety Policy (2011)

As a result of project team meetings recording, survey, and sampling strategies may be modified to provide maximum information retrieval in support of the research objectives. These objectives may themselves be modified in the light of the evidence recovered from the site; field evidence will also inform the scope and bias of resource allocation to the research aims

Regular site progress meetings of the members of the project team and the Local Planning Authority designated representative/advisor may be held as appropriate to review research aims, archaeological procedures, and site strategies and reported accordingly.

3.2 General survey procedures

- All works will be carried out in full accordance with standard MOLA procedures unless alternative approaches and methodologies are thought to be appropriate within the framework of the stated research objectives. Such alternative techniques will not be employed without full consultation between MOLA and the client or their agent.
- A unique site code will be agreed with the Museum of London Archaeological Resource Centre, under which the resulting archive will be stored.

- The survey will commence once all parties are satisfied that safe access is provided and a hand-over meeting has been agreed. Then the survey will proceed according to the strategy adopted by the supervising Senior Archaeologist.
- Site access, and other site safety provisions (handrails, gantries etc) if required, will be in place at the outset, or as soon as possible after commencement of the survey, to comply with HSE procedures and maximise the efficient use of MOLA staff time by reducing disruption.
- Reasonable access to the site will be granted to the representative/advisors of the Local Authority if required, who may 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.

3.3 Specific survey method statements

3.3.1 General procedures and standards

The Project Manager, contractor and Site Supervisor will be responsible for ensuring that the following principles are adhered to:

- The on site recording may be required to be undertaken when the building is still in use as offices. This enables the survey to document the buildings present purpose, prior to modifications to its appearance and changes in its use. MOLA may require the assistance of the managers and occupiers of the building in order to gain access to a power supply for charging batteries or powering lights. Moreover access may be required to locked office rooms, store rooms, kitchens and other areas as required. MOLA will aim to cause the minimum of disturbance to those working in the building and respect the common working practices within the building. In addition permission will be sought of those working in the building by MOLA, prior to their appearance in any photograph, if required.
- Survey: work in all areas will be carried out in accordance with the *Archaeological Site Manual* (MoLAS, 1994), and in general with standards and guidance given by the Institute for Archaeologists *By-Laws, Standards and Policy Statements of the Institute for Archaeologists*, (2001), and English Heritage GLAAS *Archaeological Guidance Papers* (English Heritage, July 2009).
- Research: the overall methodology is primarily determined by the research questions set out in section 2.2 above. These will be kept under constant review as set out in the next paragraphs
- Resources: within this methodological framework the project team will carry through a process of continual assessment and prioritisation of research objectives, allowing informed decisions to be made regarding optimum levels of recording. These decisions will reflect the need to balance the recovery of valid archaeological data with prudent management of available resources, avoiding inappropriate cost.
- Variation: Decisions made on these bases may result in the 'enhancement' or 'simplification' of recording systems as dictated by the evolving research framework. Any changes in recording methods will be discussed and agreed in advance with the Local Planning Authority's designated representative/advisor.

3.3.2 Physical investigation

Physical investigation of the building will be done on site during the survey, prior to refurbishment. This aspect of the investigation will be selective, aimed at elucidating significant details regarding the function, or the order of construction and development, as far as possible prior to refurbishment. Measured and annotated sketches will be made on site of details and features as required.

3.3.3 Drawn records

A measured survey of the building is to be, or has been undertaken by Plowman Craven Associates. The resulting AutoCAD drawings, plans, sections and elevations are to be made available to MOLA. The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following methodologies are employed:

- Extensive use of existing survey drawings supplied by Plowman Craven Associates will be made. Paper copies of these will be used on site and annotated by MOLA archaeologists.
- The drawn records will include the location of the structure and any features of historic significance. The structure will be located in relation to existing adjacent structures, making use of use of existing scale drawings to be supplied by the Plowman Craven Associates as appropriate.
- Digitisation of selected drawn records made on site will take place using AutoCad to illustrate areas or features of interest. In addition, AutoCad versions of the Plowman Craven measured survey drawings will be annotated by MOLA to illustrate areas or features of interest and modified to conform to the appropriate heritage conventions as specified by English Heritage (EH, 2005, EH 2006).

Details of the scales and conventions used are given in the *Archaeological Site Manual* (MoLAS 1994).

3.3.4 Photographic methodology

The survey is likely to be undertaken when the building is in use and the general procedures regarding this are laid out above in section 3.3.1. The Project Manager and Site Supervisor will be responsible for ensuring that the following methodologies are employed:

- The record will include photographs taken both externally and internally, as required, by professional photographers employed by MOLA, using large format digital cameras. The photographic record will be sufficiently thorough and detailed to illustrate all significant phases, structures, important structural relationships, and individual items of interest.
- Photographs may include a photographic scale of appropriate size. For each image the subject matter, direction of view, circumstances and time will be fully noted, permitting efficient indexing of images and appropriate reference to them in other records and in the report.
- The MOLA Buildings Archaeology Team will take a separate body of photographs on digital cameras to be used in the off site analysis of the building. These photographs taken by field staff will be passed to the photographic section for processing and inclusion in the photographic archive. The photos taken by the field team may also be used in the final report to illustrate features of interest.

- A computerised photographic index will be compiled, relating negative number, site photograph number, context numbers, survey area, and other relevant information. A map showing the location and direction of view of the photographs referred to in the report text will be produced in the report.
- At the request of client or archivist a file of site photographs may be produced and stored digitally on Compact Disc.

3.3.5 Written records

The Project Manager and Site Supervisor will be responsible for ensuring that the written record within the final report, to be submitted to the archive corresponds to a Level 3 in the English Heritage specifications (EH 2006). This will form an analytical record, and will present an account of the building's origins and conclusions regarding the structure's development and use.

In general, and where not otherwise mentioned, the terms and procedures of the *Archaeological Site Manual* (MoLAS, 1994) will apply.

3.4 Salvage and conservation procedure

While there is no requirement for MOLA to salvage any of the material from the site, one of the aims of the project is to assist in the identification of elements and artefacts that could be salvaged. The costs associated with excavating, conserving, lifting and curation of salvaged objects or structures remain outside the agreed budget for the archaeological project.

4 General attendance

These sections provide a summary of likely attendance requirements during the survey. If necessary, these will be revised in light of ongoing discussions on methodology. The sections are based on standard MOLA site procedures, adapted to meet the particular requirements of the project.

After the completion of any site preparation works there will be an initial 'hand-over meeting' to ensure that the on-site conditions are acceptable to MOLA staff. This meeting may also be attended by the Local Planning Authority's designated representative/advisor if they deem it necessary. Confirmation of the date and time of the hand-over will be circulated to all parties.

The survey will then be undertaken by MOLA according to the agreed timetable and attendances levels.

On completion of the survey there may be a formal 'hand-back' meeting on site to ensure that the archaeological works have been carried out to the satisfaction of the Local Planning Authority's designated representative/advisor if there is deemed a requirement to do so.

4.1 Attendances/engineering

A summary of attendances and site requirements to be provided for MOLA by the site Attendance Contractor is listed below:

- The brief states that on appointment the Recording Contractor shall confirm constraints that may affect the site works including services, asbestos and unsafe locations, including working at height. Therefore a copy of the Asbestos survey has been provided to MOLA by the client/developer prior to the survey being undertaken. Though the survey will be non-intrusive, MOLA will be made aware of any high risk areas of asbestos or other hazardous substances by the client/developer, prior to the start of fieldwork.
- Safe access routes to be installed or designated prior to the survey as necessary, and to be maintained throughout the period of the survey.
- Safety guard-rails and suitable access points into the site and areas of survey work, away from any site traffic and machinery if these are deemed necessary.
- A suitable 110v or 240v power supply will be provided for the purposes of photographic lighting and recharging of batteries if required.
- A suitable security system is to operate overnight, weekends and holidays.
- Effective channels of communication will be implemented, including a designated supervising engineer and/or client's Project Manager in order to liaise with the Senior Archaeologist and Project Manager from MOLA.

4.2 MOLA Health and Safety policy

MOLA staff will at all times adhere to the MOLA H&S Policy (2011), and promptly carry out (or arrange for the site Attendance Contractors to carry out) any instructions issued by the MOLA Health and Safety officer, who may visit the site. The H&S

officer will provide written reports after any site visit that may be required. These will be copied to the Site Supervisors, the MOLA Project Manager and the H&S Officer of the main contractor and/or Attendance Contractor.

MOLA therefore recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all staff. MOLA believes that current Health and Safety Legislation and regulations represent the basic minimum standard it should achieve.

MOLA recognises that many of the features of effective Health and Safety Management are indistinguishable from sound management practice based on quality and excellence. The general principles of good management are therefore a sound basis for achieving and maintaining Health and Safety Standards.

MOLA will use the Health and Safety Executives publication HS(G)65 'Successful Health and Safety Management' as a guide to management of Health and Safety.

MOLA provides Safety Training for its staff as follows:

- Induction Training (undertaken on joining MOLA, and as appropriate on individual projects).
- General Health and Safety Training (a Health and Safety awareness course targeted at Field and Support Staff).
- Specialist Health and Safety Training (designed to cover specialist areas and to update professional knowledge, ie confined spaces training).
- Managers' Health and Safety Training (designed for members of staff with responsibility for others).

Further training is given to some MOLA staff in first aid and confined spaces. Some of MOLA's archaeological work is carried out on land that has been in industrial use since the beginning of the Industrial Revolution. Much of this type of land is contaminated with heavy metals. MOLA accepts the guidance contained in the HSE's publication *Protection of workers and the General Public during the Development of Contaminated Land*. MOLA has experience in working on a varied range of sites with a history of contamination.

All relevant health and safety legislation, regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological constraints on the work.

No personnel are to work in deep unsupported trenches. Where the installation of temporary support work and other attendances are required these will be provided by the developer as part of the archaeological agreement.

The developer must provide all information reasonably obtainable on the location of live services, asbestos and other hazards before site works commence.

The health and safety of the project team is considered to be of the utmost importance. A series of safety provisions are included in MOLA's model legal agreement regulating the archaeological investigation. Health and safety provisions are also included in statements, or otherwise conveyed, to site contractors to ensure that all contractors working on the site are aware of the archaeological requirements.

If at any time the site or part of the site is made unsafe or the safety of MOLA staff is endangered then MOLA will give notice of the unsafe conditions which will be confirmed in writing if a claim for compensation is to be made. If reasonable steps are not taken to abate the danger then MOLA reserves the right to withdraw its staff and workforce from the site until it is declared safe, and the period of time of the

withdrawal will be added to any agreed period of work. If MOLA is unable to find suitable work to redeploy such staff financial compensation will also be sought.

While on site, MOLA staff will at all times wear the appropriate protective clothing necessary for the site conditions, with which they are issued. The site Supervisors will be under strict instruction not to allow onto site any member of staff who fails to comply with this requirement.

4.3 Specific on-site safety at Regeneration House

A risk assessment for each of the perceived hazards that may apply to the recording at Regeneration House will be produced before work commences on the site. The following paragraphs outline the possible hazards occurring during the on site work and the methods of minimising risks.

4.3.1 Working within the building

As the building may be in use during the site recording MOLA staff will be aware of any potential hazards that may affect other workers or visitors that are using the building. Recording in areas used by others will be unobtrusive, requiring measuring with a hand tape or electronic laser disto. Photographic recording may require the use of tripods, flash photography or other lighting. This will be carried out with due regard for the safety of other users of the building. The equipment used during the on site recording is not likely to be bulky or unwieldy, but no equipment will be left unattended by MOLA in unsafe areas or areas of access and frequent passage, reducing the risk of any slips, trips and falls to MOLA staff and others.

4.3.2 Electrical supply and use

The existing electrical supply to Regeneration House may be used by MOLA for the purposes of charging photographic batteries or powering photographic lamps. All MOLA electrical equipment is PAT tested and MOLA staff will comply with existing electrical safety procedures in Regeneration House, taking a lead from the site contact as to any identified electrical hazards.

4.3.3 Moving vehicles

The external shots of the building are likely to require MOLA staff to work adjacent to points of vehicular access. MOLA staff will work in a team of two as a minimum. This will enable the photographer's assistant to make vehicle drivers and the photographer aware of each others presence. Full PPE will be worn and safe access routes adhered to.

4.3.4 Rats and vermin

The building is not derelict but in a good and safe condition, well lit and occupied. The risks caused by rats, pigeons and other vermin (Psittacosis, Weil's Disease, etc) are likely to be minimal. However if potential risks are identified precautions will be taken by MOLA staff & some areas of the building may not be recorded if the archaeologists deem it unsafe to do so.

4.3.5 Asbestos

The standing building survey is unobtrusive & no materials will be removed, demolished or broken open during the survey. A copy of the Asbestos survey has been made available to the MOLA staff prior to the start of the on-site work.

5 Reporting and site archive

5.1 Archive storage facilities

In accordance with the guidelines issued by the Institute for Archaeologists and English Heritage, site and research archives from excavations and standing building survey in the London area will be deposited with the Museum of London. The documentation resulting from the survey is to be deposited in the English Heritage National Monuments Record Centre (NMRC) at Swindon, with the London Borough of Camden's Planning Department and with the Museum of London's archive.

5.2 The project archive

MOLA is obliged to prepare archaeological archives to a prescribed standard for deposition in an appropriate museum, in this case the Museum of London. In line with English Heritage recommendations, the Museum of London has issued guidance for the preparation of archaeological archives, which MOLA follows (Museum of London 2009). The integrity of the site archive will be maintained. All records will be curated by MOLA in the first instance awaiting transferral to the Museum of London, and will be available for public consultation.

Ownership of any samples removed from the buildings rests in the first instance with the landowner who is requested to donate them to the Museum of London. If required, subsequent arrangements may be made between the landowner and the Museum for the conservation, display or provision of access to or the loan of selected finds. If the finds are not to be donated to the Museum of London arrangements will need to be made by the client for a comprehensive record of all relevant materials (including detailed drawings, photographs and descriptions of individual finds), which can instead constitute the archaeological archive.

The minimum acceptable standard for the site archive is defined in the Management of Archaeological Projects (English Heritage, 1991, para 7.4 and Appendix 3). It will include all materials recovered (or the comprehensive record of such materials as referred to above) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent before transfer to the Museum of London. It will also contain a site matrix (where generated), a site summary and brief written observations on the artefactual and environmental data. Copyright of the written archive will be vested with MOLA until it can be deposited with the Museum.

United Kingdom Institute for Conservation Guidelines for the preparation of excavation archives for long term storage (1990), and the Museum of London, General Standards for the preparation of archaeological archives deposited with the Museum of London, (2009) will be followed. Arrangements for the curation of the site archive will be agreed with the Museum of London, and details of such arrangements will be copied to the Local Planning Authority if required.

5.3 Reporting and publication schedules

After the completion of the fieldwork a period of off site analysis of the records and photographs will be undertaken, along with a programme of documentary archive research to an appropriate level. The findings from the fieldwork and the archive research will be given in detail in the subsequent report, to be issued eight weeks after the completion of the site work, which will then be issued to the client.

A short summary of the results of the work will be submitted to the Greater London SMR and NAR (using the appropriate archaeological report forms), and for publication in the 'Excavation Round-up' of the *London Archaeologist*.

It is possible that there will be a requirement by the Local Planning Authority's designated representative/advisor that the results of the survey are to be made available to the academic world in two ways.

First, by means of basic database completion; MOL Archaeology stores details of all sites it excavates in a digital form, to permit inclusion of the site data in any future academic researches into the development of London.

Second, by means of publication in either a dedicated site-based monograph report (produced by MOL Archaeology), or in one of the relevant national or period-based archaeological journals, and/or as a site summary in the *London Archaeologist*, within one year (or as near as possible subject to availability of space in appropriate journal) of the completion of work on site.

It is likely that the local planning authority and / or English Heritage will require the results of this work, and the results of any analysis arising from this phase of work, to be integrated into a publication combined with other development plots at Kings Cross Central.

6 Project timetables and staffing

6.1 Programme of works

The main standing building survey is currently envisaged as commencing in May/June 2012. The programme is expected to involve an aggregate total of no more than three days of recording and analysis work on site, involving up to 3 staff.

If unforeseen engineering or health and safety problems should arise on site which cannot be satisfactorily recorded in this period, then there should be sufficient flexibility within the programme and resources to enable the site to be recorded to the satisfaction of the Local Planning Authority's designated representative/advisor. The exact details of time, areas and numbers of staff involved would be agreed in discussions between representatives of the developer and/or their agents, MOLA and the Local Planning Authority's designated representative/advisor.

Funding arrangements for the survey will be agreed between MOLA and the developers/client, together with agreements for attendance requirements and facilities required.

7 Bibliography

- Arup, 2004 *Kings Cross Central: Supporting Statement for a Conservation Area Consent Application to demolish various non-listed buildings and structures*
- English heritage 1991. *Management of Archaeological Projects (MAP2)*
- English Heritage 1998 *GLAAS Archaeological Guidance Papers*.
- English Heritage 2005. *The Presentation of Historic Building Survey in CAD*
- English heritage, 2006. *Understanding Historic Buildings: a guide to good recording practice*.
- English heritage 2010. *PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide*.
- Health and Safety Executive, 1991. *Protection of workers and the General Public during the Development of Contaminated Land*.
- Hunter M and Thorne, R., 1990. *Change at King's Cross*. London: Historical Publications
- Institute for Archaeologists (IfA) 1999. *Standard and Guidance for the Archaeological Investigation and Recording of Standing Buildings or Structures*.
- Institute for Archaeologists (IfA), 2001 *By-Laws, Standards and Policy Statements of the Institute for Archaeologists: Standard and guidance for archaeological investigation of standing buildings or structures*
- Museum of London 2009. *General Standards for the preparation of archaeological archives deposited with the Museum of London*.
- The Museum of London Archaeology Service 1994. *Site Manual*
- Museum of London 2009: *General Standards for the preparation of archaeological archives deposited with the Museum of London*
- Museum Of London Archaeology, Jan 2011 *Health and Safety Policy, operational procedures*.
- Royal Commission on Historical Monuments, England, 1996 *Recording historic buildings: a descriptive specification*