

4 Written Scheme of Investigations for Building Recording and Analysis and Archaeological Investigation

4.1 The following documents are enclosed and submitted for approval:

- i) A Written Scheme of Investigation for the building recording and analysis required for the realignment of Pancras Road, relating to the Stanley Buildings, prepared by the nominated contractor pursuant to condition 55; together with
- ii) The corresponding specification for that written scheme, provided by IHCM;
- iii) A Written Scheme of Investigation for the archaeological investigation and mitigation required for the realignment of Pancras Road, prepared by the nominated archaeological contractor pursuant to condition 56; together with
- iv) The corresponding specification for that written scheme, provided by IHCM.

STANLEY BUILDINGS
King's Cross
London NW1

London Borough of Camden

Written Scheme of Investigation for
Building Recording and Analysis

National Grid Reference: TQ 3009 8319

February 2007

**Written Scheme of Investigation for Building Recording and Analysis of Stanley
Buildings, King's Cross, London NW1**

National Grid Reference: TQ 3009 8319

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February 2007**

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1 BACKGROUND

- 1.1 Stanley Buildings are two of a number of historic buildings that are located in the vicinity of King's Cross and St. Pancras Stations and the former King's Cross Station Goods Yard. They are part of King's Cross Central, a major regeneration development scheme. Outline Planning Permission (2004/2307/P) for that scheme was granted in December 2006, subject to certain conditions.
- 1.2 The Enabling Works for the development include the realignment of Pancras Road and this triggers the demolition of the Stanley Buildings North. Listed Building Consent has been granted for the demolition (2004/2313/L).
- 1.3 Condition 55 of the Planning Permission states:
- “No works shall take place in relation to each phase of the Development ...until the applicanthas secured the implementation of a programme [of] assessment, recording and historical analysis, which considers building structure, architectural detail and archaeological evidence. This shall be undertaken in accordance with a written scheme of investigation submitted by the applicant and approved by the local planning authority.”
- 1.4 In this case, the “phase of the development” is the realignment of Pancras Road as an Enabling Work.
- 1.5 Condition 3 of the Listed Building Consent states similarly:
- “No works authorised by this consent shall take place until the applicant has implemented a programme of building recording and analysis by a person or body approved by the local planning authority. This programme shall be in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the local planning authority.”
- 1.6 This document forms the Written Statement of Investigation (WSI) for the building recording and analysis of both Stanley Buildings and responds to a specification for the heritage recording works prepared for the developer by International Heritage Conservation and Management (IHCM)
- 1.7 Pre-Construct Archaeology Ltd. (PCA) is a Registered Archaeological Organisation with the Institute of Field Archaeologists (#23).
- 1.8 Stanley Buildings lie to the west of King's Cross Station, on land bounded by the diverted Pancras Road to the north-east, Stanley Passage to the north-west, the St Pancras Station extension to the south-west, and Clarence Passage to the south-east.
- 1.9 The buildings were constructed in 1864-5 by the Improved Industrial Dwellings Company, as low-rent 'philanthropic' housing. Named after Edward Henry Stanley, the company's director, they were

intended to provide safe and hygienic accommodation for industrial artisans and their families, and were amongst the earliest examples of this type of housing in London. They provided completely self-contained accommodation, and originally comprised five similar five-storey brick-built blocks with four dwellings on each floor, each containing a living-room, one or two bedrooms, a wash-house, and a W.C. Access was via an external open staircase and balconies. The flat roofs provided drying space and secure playing areas for children. Subsequently, the four dwellings on each floor were merged into two, and ownership of the blocks was passed to the local authority, the London Borough of Camden.

- 1.10 Three of the five original blocks have been destroyed or demolished, by bombing during World War II, for road improvements and most recently the CTRL works. The two surviving blocks (Nos. 11-20 in Stanley Buildings North, facing onto Stanley Passage, and 21-30 in Stanley Buildings South, facing onto Clarence Passage) are currently boarded up.

2 THE MITIGATION

- 2.1 The mitigation involves the preservation by record of the structures to be removed or altered by the development. The building recording will take the form of a Level 4 record of the structure, as set out in English Heritage *Understanding Historic Buildings: A Guide to Good Recording Practice* (2006), in advance of the works.
- 2.2 The PCA recording will fully conform to the IHCM specification.
- 2.3 The record will take the form of drawn plans of all the floors of the building where there is safe access. Drawings will be made of all elevations, and a photographic survey will be undertaken of the building. The survey will incorporate a written report and description.
- 2.4 All works will be undertaken in accordance with standards set out in:
- Association of Local Government Archaeological Officers: *Analysis and recording for the conservation and control of works to historic buildings* (1997)
 - British Archaeologists and Developers Liaison Group: *Code of Practice* (1986)
 - British Standards Institution: *Guide to the principles of the conservation of historic buildings (BS 7913)* (1998)
 - English Heritage (Clark, K.): *Understanding historic buildings and their landscapes for conservation*, (2001)
 - English Heritage: *Guidance Paper 98: GLAAS: Guidance Paper 3 - Standards and practices in archaeological fieldwork in London*
 - English Heritage (Clark, K.): *Informed conservation* (2001)
 - English Heritage: *The presentation of historic building survey in CAD* (2000)
 - IFA: *Standards and guidance for the archaeological investigation and recording of standing buildings or structures* (1999)
 - Royal Commission on the Historic Monuments of England (now part of English Heritage): *Recording historic buildings: a descriptive specification*, 3rd edition (1996)
 - English Heritage: *Understanding historic buildings: a guide to good recording practice* (2006)
- 2.5 Pre-Construct Archaeology has been provided with all available existing plans and sections by the client, and will use these to inform more detailed recording of the structures.
- 2.6 Site perimeter hoarding/fencing and general security is the responsibility of the client or their agent.
- 2.7 The erection of all scaffolding is the responsibility of the client or their agent.
- 2.8 The two buildings were visited on 29th November and are currently empty. Health & Safety procedures and a risk assessment will be undertaken prior to commencement of works.

3 METHOD STATEMENT

3.1 Access and Safety

- 3.1.1 During site work PCA will give reasonable access to the site to the client and their representatives, subject to the health and safety requirements at the site. Such access may be deemed necessary in order that the client is satisfied, through site inspections, that the works are being conducted to proper professional standards and in accordance with the agreements made.
- 3.1.2 All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected.
- 3.1.3 There is a duty of care for the client to provide all information reasonably obtainable on contamination and the location of live services before site works commence.
- 3.1.4 Any site perimeter hoarding, maintenance of gate access and general site security is the responsibility of the client or their agent, unless Pre-Construct Archaeology is instructed to the contrary. The costs of this will be additional to that quoted.

3.2 Recording Systems

- 3.2.1 A unique-number site code will be agreed with the Museum of London.
- 3.2.2 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in London and by English Heritage.
- 3.2.3 The site archive will be so organised as to be compatible with the other archaeological archives produced in the Local Authority area. This requirement for archival compatibility extends to the use of computerised databases.
- 3.2.4 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.
- 3.2.5 A full photographic record of the investigations will be prepared. This will include medium format black and white and colour negative film, illustrating the building setting, external elevations, internal room space types, and features and fittings. Record shots of all spaces will be taken with a digital camera. The photographic record will also include shots to illustrate the site work in progress, and any relevant photographs found at the archives. The transparencies will be mounted in suitable frames for long-term curation in preparation for deposition with the archive.

3.3 The Recording Work: Scope

- 3.3.1 The buildings are irregular in plan with the main access off Pancras Road. The surviving building to the north-west has been vacant for some time and is in a relatively poor state of repair. The building to the south-east is in a better condition.
- 3.3.2 The buildings are of five storeys and have no basements or attics. It appears that all areas will be safely accessible, although only a small area of the building to the north-west was inspected. The recording will take the form of documentary research, full photographic survey (medium format), measured survey (both manual and electronic), and written description and analysis.
- 3.3.3 The balconies of the buildings contain several decorative elements including ironwork and plaster mouldings. These will be recorded by manual detail drawings.
- 3.3.4 The external elevations of the buildings and the surrounding hard landscaping will be recorded by electronic survey and photography.
- 3.3.5 The setting and major views of the buildings will be recorded photographically.
- 3.3.6 Fabric analysis will be undertaken of internal and external materials used in the construction of the buildings, and samples taken where required. Fabric analysis of the ceramic and stone materials used in construction will be undertaken using the London System of fabric classification.
- 3.3.7 Samples of materials will be taken to form part of the archive.

3.4 Recording: Methods

- 3.4.1 The purpose of the work will be to create an accurate record of the buildings and the fabric exposed by the works, which will enhance the existing understanding of the structures.
- 3.4.2 The recording will take the form of manual and electronic measured survey, producing plans, elevations and sections, a photographic survey, and fabric analysis of the historic and recent building sequence, materials and technology and techniques used. A written description will be produced.

Measured Survey
- 3.4.3 The measured survey will be undertaken by hand and electronically. The survey will be undertaken to produce conventional architectural drawing, executed according to the English Heritage (2006) specifications.

- 3.4.4 The survey will include:
- A site plan, drawn at 1:200
 - Plans of all floors, drawn at 1:100
 - A roof plan, drawn at 1:100
 - External elevations, drawn at 1:100
 - Four sectional elevations, two cross-sectional and two long, drawn at 1:100
 - Detail drawings, drawn at 1:20 and 1:10, recording features related specifically to tenement building function, ornamentation of mouldings, external rails and balustrading, window structures, fireplaces and chimney stacks (as scheduled in Appendix A of the IHCM Specification).
- 3.4.5 All drawings will be produced digitally using AutoCAD (2004/2006) following English Heritage guidelines and using an appropriate layering system. All drawings will, wherever possible, be tied into the overall site grid and the Ordnance Survey National Grid. Plans, sections and elevations will be printed at a scale of 1:50, 1:100 or 1:200, depending on the level of detail to be shown. Roof trusses and other elements may need to be drawn at a scale greater than 1:50. Details will be drawn at 1:20 or 1:10.
- 3.4.6 The AutoCAD drawings will be constructed in a way which will be compatible with the GIS being developed for the whole Kings Cross Central scheme, and the data will be provided in appropriate formats for incorporation into the GIS.
- 3.4.7 The survey work on the Stanley Buildings will be keyed into the two-dimensional topographical survey of the King's Cross site undertaken by Plowman Craven and Associates. The survey work may also be tied into a three-dimensional electronic laser survey of the Stanley Buildings; this will be dependant on the timing of site works.
- 3.4.8 All drawings will be produced to a sufficient standard that they may offer support to the Architect and Engineer in designing the reuse functions where the historic fabric and features are to be retained, and to Argent for longer-term management requirements of the retained heritage elements.

Photography

- 3.4.9 Medium format black and white photography will be used to record evidence of the sequence of construction, elevations, typical and unusual spaces and architectural details, and important fixtures and fittings. This will be supplemented by colour photography, which will be used to illustrate external elevations, major rooms and significant details. Record photographs of each internal space will be taken with a digital camera. Photographs will also be made of the general context of the buildings. For exterior photographs the original design and period of the various phases will be taken into consideration, so that there are photographs of historically important views of the buildings in their landscape.

Fabric Analysis

- 3.4.10 Descriptive and interpretative notes will be made of the buildings and their construction, recording and analysing function, materials, phases, sequences, historical techniques used, missing fabric, fixtures and fittings (both former and current). Materials (brick, stone, timber, metal, render and mortar) will be identified and dated during the works. The recording of the building fabric will be undertaken using a

modular pro-forma system based upon English Heritage levels of recording as defined in *Understanding historic buildings: a guide to good recording practice*. The information will be entered into a Microsoft Access database for the purposes of generating an electronic record that may be usable with GIS systems. Where the building fabrics are deemed to be of national or regional importance materials will be sampled analysed and dated by a specialist, where appropriate or practical. Where the sensitivity of the fabric precludes sampling the material will, where possible, be identified in-situ.

- 3.4.11 Following the main phase of recording, fabric samples will be taken during the demolition of the north block and alteration works to the south block (as scheduled in Appendix D of the IHCM Specification). This work will be undertaken by a buildings archaeologist and will be charged at a standard day rate.

Written Description

- 3.4.12 A report will be prepared based on the above record, describing the form and function of the building. It will present the results of the building recording and indicate the direction of any further work arising from it, before it is taken forward to publication.

3.5 Post-Recording Report

- 3.5.1 The report will be fully illustrated with plans, sections, elevations and photographs, and will outline the results of the work. The direction of photographs taken will be indicated within the report. There will be an analysis of the buildings' architecture, development and changing historic functions and operation. The report will cover all of the topics listed in Appendix C of the IHCM Specification, and will take the form laid out in paragraph 3.5.3 (below).
- 3.5.2 The buildings' significance in terms of their architecture and operation will also be analysed within a local, regional or national context. The report will identify the significance of the findings and the level to which they require publication, which will meet the 'minimum requirements' set out in Appendix 7 of the English Heritage *Management of Archaeological Projects* (1991).
- 3.5.3 The report will have the following contents:

Introduction
Historic background
Building descriptions
The development of the buildings (including their fixtures/operations and the historic sequence)
Architectural context
Discussion and conclusions
Fabric description appendix
Survey drawings (plans, sections & elevations; details of important architectural features)
List of photographs

3.6 Treatment of Finds and Samples

- 3.6.1 Although no artefact finds are envisaged, if located they will be retained as part of the site archive.

- 3.6.2 In the unlikely event of finds of national or regional importance being encountered they 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*. Metal objects of importance will be x-rayed and then selected for conservation (except in those cases where the nominated representative of the LPA agrees that this will not be necessary).
- 3.6.3 Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections may be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.
- 3.6.4 Samples of building material considered to be of specific importance to the Listed status and history of the buildings or are of other regional or national importance will be taken where appropriate and practical, unless precluded by the sensitivity of the material. Any samples thus taken will receive the appropriate level of cleaning, conservation and archiving according to the guidelines set out in the United Kingdom Institute for Conservation's *Conservation Guidelines No.2*.

3.7 Reports and Archives

- 3.7.1 The integrity of the site archive will be maintained. Any finds and records will be available for public consultation. Appropriate guidance 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).
- 3.7.2 If finds are not to be donated to the appropriate Museum, 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.
- 3.7.3 The minimum acceptable standard for the site archive is defined in *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 appropriate museum. It will also contain a site summary and brief written observations on the artefactual and environmental data.
- 3.7.4 United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 3.7.5 An assessment of the results of the work, even if negative, will be bound into the client report for submission to the LPA and the GLSMR as soon as possible after the completion of archaeological works.

- 3.7.6 Minimum requirements for public dissemination is for SMR report forms to be submitted to the LPA as soon as possible of within 6 months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in a local journal. Such publications will meet the minimum requirements set out in Appendix 7 of *Management of Archaeological Projects* (1991), and derive from a 'phase 2 review' as defined in the same document.

4 RESOURCES AND PROGRAMMING

- 4.1 The amount of recording will be dependent on the duration of the demolition process and the level of safe access available to the buildings. The fieldwork is likely to take ten working days, although these may not be continuous, depending on achieving safe access to the buildings.
- 4.2 Documentation of the demolition of the north block and alterations to the south, and associated materials sampling (as scheduled in Appendix D of the IHCM Specification), will be undertaken and will be charged separately at a standard day rate. The timetable and duration of this recording stage will be dictated by the timetable and duration of demolition and alteration works.
- 4.3 Accommodation, toilet facilities and full washing facilities for the attendant archaeological team will be arranged with the client.
- 4.4 The Health and Safety policies of Pre-Construct Archaeology Limited will be followed and in accordance with all statutory regulations. The work will conform to existing site policies and procedures.
- 4.5 The site team will consist of a historic buildings analyst, a survey team and a photographer. Additional assistants will be required to assist with recording.
- 4.6 The report will be prepared as soon as possible after completion of the fieldwork and will be submitted to the client and to IHCM in draft for comment and appropriate amendment. Eight copies of the final report shall be issued to the client two weeks following receipt of comment, for onward distribution to IHCM, English Heritage and the London Borough of Camden. At an agreed date, copies of the report will be lodged in the LAARC, the Camden Local Studies Library and the English Heritage National Monuments Record at Swindon.

Argent (King's Cross) Ltd

King's Cross Central

Building Recording and
Analysis:

Stanley Buildings

Specification

February 2007

This report takes into account the particular instructions and requirements of our client.
It is not intended for and should not be relied upon by any third party and no responsibility is
undertaken to any third party

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1 Introduction

As part of the suite of permissions for the King's Cross Central (KXC) scheme granted by the London Borough of Camden, Listed Building consent has been granted for demolition of the northern of the two remaining Stanley Buildings blocks and planning permission has been granted for a comprehensive redevelopment scheme which includes works of alteration to the southern block to embed it within new mixed use development.

Condition 3 of the Listed Building Consent (2004/2313/L) for the demolition of the Stanley Buildings North block, mirrored in Condition 55 of the Planning Permission (2004/2307/P), requires a programme of 'Building Recording and Analysis'.

Condition 3 of the Listed Building Consent for the Stanley Buildings North block states:

"No works authorised by this consent shall take place until the applicant has implemented a programme of building recording and analysis by a person or body approved by the local planning authority. This programme shall be in accordance with a written scheme which has been submitted by the applicant and approved in writing by the local planning authority."

Condition 55 of the Planning Permission states:

"No works shall take place in relation to each phase of the Development... until the applicant, their agent or successors in title has secured the implementation of a programme [of] assessment, recording and historical analysis, which considers building structure, architectural detail and archaeological evidence. This shall be undertaken in accordance with a written scheme of investigation submitted by the applicant and approved by the local planning authority."

In this case, the relevant "phase of the Development" is the Realignment of Pancras Road, which is an Enabling Work. The realignment of Pancras Road triggers the demolition of the Stanley Buildings North block.

Initial building recording and analysis (including assessment) of the two Stanley Buildings blocks is to be carried out in advance of the demolition of the North block and the conservation and alteration works to the South block.

This Specification, drafted by IHCM, sets out the scope of this building recording and analysis work and defines the standards to which it is to be executed.

IHCM (International Heritage Conservation and Management) is the Historic Buildings Consultant to the Employer for this work, Argent (King's Cross) Limited.

Further recording and analysis of the two blocks will be carried out in one or more watching briefs as demolition and alteration works proceed in due course. This work too is to be carried out to the standards defined here. This may be the subject of an extension of the initial contract, or may form one or more subsequent contracts.

A Recording Contractor with appropriate expertise will be appointed to carry out each stage of the work. Continuity will be a consideration in the appointment of the Recording Contractor(s) for subsequent stages, with the requirement for a single integrated documentation to be completed for each block for archival purposes.

This Specification directs the contents of the Written Scheme of Investigation prepared by the commissioned contractor, Pre-Construct Archaeology Ltd. The two documents are submitted together for approval by the London Borough of Camden (LBC).

Similar recording and analysis of other buildings and structures will be undertaken subsequently, related to other development phases within KXC. This will be the subject of further future submissions.

Recording and analysis are generally to conform to the recommendations and guidance in English Heritage publications:

- *Understanding historic buildings: a guide to good recording practice* (2006)
- *Measured and drawn: techniques and practice for the survey of historic buildings* (2003)
- *Metric survey specifications for English Heritage* (2nd edition, 2003).

2 Objectives of the Building Recording and Analysis

2.1 General

It is proposed to carry out initial recording and analysis of the two blocks, Stanley North and Stanley South, together, so as to document them both as they currently stand, before the demolition of the North block and any conservation and alteration works to the South block take place. Further recording and analysis will be carried out during these later activities. This may be the subject of either an extension of the initial contract, or may form one or more subsequent contracts.

The objectives of the recording and analysis are:

- To meet the requirements of Planning Condition 55 in relation to the realignment of Pancras Road and Listed Building Consent Condition 3 in relation to Stanley Buildings North, as set out in the Introduction, 1 above.
- A general heritage-driven survey and documentation of the buildings, with drawings photographs and written accounts. This undertaking will provide 'factual' baseline data and also record the 'as-found' character.
- Identification of original elements and features, related to the functioning of the buildings as dwellings.
- Identification of modifications that may have affected their authenticity.
- Documentation of the condition of heritage elements.
- Support to the Architect and Engineer in designing the reuse functions (when such details are in due course brought forward) for the South block, where the historic fabric and features are to be retained.
- Support to Argent for longer-term management requirements of the retained heritage elements.
- Documentation to assist in the identification of elements and artefacts to be salvaged.
- Provision of information supporting and defining objectives for any necessary future documentation.

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.

2.2 Programme of work

2.2.1 Commissioning the works

The commissioning of the heritage survey and documentation works will be completed within February 2007 as a result of either the nomination of a specialist Recording Contractor or a standard tendering process leading to the appointment of the Recording Contractor.

2.2.2 Site works period

The commission is planned to start in February/March 2007, with site works being completed within a three week period.

2.2.3 Reporting period

Draft documentation of the commission shall be submitted within four weeks of the site works being completed.

The issue of the final version of the report shall be two weeks following receipt of comments from Argent and IHCM.

Transfer of the archive to the National Monuments Record, Camden Planning Department, and the Museum of London would be within four weeks of receiving instruction from IHCM.

3 The Buildings

3.1 Summary description

Stanley Buildings, originally comprising five blocks of overall plan dimensions approximately 20 m by 12 m, were purpose-built in 1864-5 as low-rental 'philanthropic' housing by the Improved Industrial Dwellings Co. Two five-storey blocks remain, identified here as North and South. They are of yellow or white stock brick with early use of concrete for lintels. In each block there were originally four dwellings on each floor (subsequently reduced to two by combining adjacent units), symmetrically placed about the central party wall and accessed by a central walk-up staircase and balconies. The staircase also served the flat roof with a brick parapet, providing space for clothes-drying and children's play.

Kitchens and toilet facilities were located in back extensions, with the overall dwelling layout designed to provide natural lighting and through ventilation of each room. Stairs, balconies and floors of corridors and some rooms are of early reinforced concrete employing wrought iron strips and rods as reinforcement. Other floors are of timber.

The other three former blocks have been demolished, the most recent (to the west of the North block) having been removed to accommodate the extension of St Pancras Station to become the Channel Tunnel Rail Link terminal.

Both blocks are currently unoccupied. Hoardings are being erected around them and they have been handed back to the ownership of the London Borough of Camden. Pancras Road, which originally ran to the west of the blocks, has been diverted and now runs to their east. Elements removed from the recently-demolished block are stored in the two surviving blocks.

Both blocks are listed Grade II and are within the King's Cross Conservation Area.

3.2 Planned works

Listed Building Consent has been granted for the demolition of the North block (see the Introduction, 1 above).

The Planning Permission (2004/2307/P) provides for the retention and refurbishment of the Stanley Buildings South block and its embedment within new development incorporating a range of defined uses for example offices and a primary health care walk-in centre.

4 Recording and Analysis

4.1 Scope of work

It is proposed that the initial recording and analysis to be carried out in this contract should embrace both blocks, to document their condition at the outset of the KXC scheme. This will provide a single overall record.

The scope of the work will embrace the following activities, as set out in the English Heritage guide *Understanding historic buildings: a guide to good recording practice*:

- Documentary research
- Consultation
- Investigation
- Survey and drawings
- Photography
- Written account

Grade II listed, the two blocks stand within a Conservation Area and between the two major Grade I listed railway buildings – King's Cross Station, and St Pancras Station which includes the former Midland Grand Hotel. Accordingly it is proposed that the recording work will be to Level 4 as described in the English Heritage practice guide.

4.2 Documentary research

Documentary research on the blocks has already been carried out during building assessment studies as part of the Environmental Assessment for the KXC scheme. This and other available documentary material will be made available to the Recording Contractor for tender, who is to avoid incurring unnecessary expense by duplicating detailed research already undertaken.

Further archival sources are to be approached for additional documentary material. The scope of this study is to be agreed with IHCM before it is undertaken.

4.3 Consultation

Consultation is to take place with the following parties, to take advantage of specialist and local knowledge of the two buildings and the commission's objectives:

- IHCM (Michael Bussell and Richard Hughes)
- English Heritage (present contact: Zoe Croad)
- London Borough of Camden, King's Cross Team (present contact: Katharine Owen; also for access to the blocks once they have been handed back to Camden)
- Robert Thorne of Alan Baxter & Associates (an authority on the King's Cross area)
- London & Continental Stations and Properties (for recording information on the recently-demolished block)

4.4 Previous investigations

Previous investigations and assessment of Stanley Buildings, based on available documentation and on-site inspection by IHCM, will be made available to the Recording Contractor for tender.

It is noted that the recently-demolished block has been recorded as part of the CTRL project's mitigation measures under the Channel Tunnel Rail Link Act.

4.5 Survey and drawings

4.5.1 General

The Recording Contractor is to adopt techniques for surveying and measurement that allow the production of the drawings scheduled in Appendix A.

In addition, the techniques are to be suitable for their potential incorporation in a Geographical Information System (GIS) that is being considered for the overall KXC scheme. For instance, a user of a GIS system would be able to instantly identify structures and artefacts on a site, whereas a non-spatial alternative would require analysis time to identify features that may be affected by construction works.

To facilitate this it is anticipated that, in general, survey data will be captured electronically.

Survey, measurement and preparation of drawings are generally to follow the guidance in the English Heritage publications *Measured and drawn: techniques and practice for the survey of historic buildings* and *Metric survey specifications for English Heritage*.

4.5.2 Site grid and survey control

A 3-dimensional topographical survey of the KXC site is being undertaken to a specification produced by Arup. This will establish permanent ground markers and define the overall site grid, which will be oriented with the Ordnance Survey National Grid. Information on the location of markers and the site grid will be provided to the Recording Contractor for tender.

The Stanley Buildings survey work is to be keyed to this site grid both on plan and in level.

4.5.3 Building drawings

A 2-dimensional survey of the two blocks has already been undertaken for the Employer, which formed the basis of drawings submitted with the planning application and application for listed building consent. This may provide a basis for some of the drawings which are listed in Appendix A as to be provided by the Recording Contractor. The tenderer is to study the survey material and to then advise the Employer of the extent of use that will be made of the survey data, which will be made available by the Employer at no charge to the Recording Contractor. This use is to be taken into account in the tenderer's price for the work.

4.5.4 Printed drawings

Drawings for the archive record are to be printed on durable paper.

4.6 Photography

Photographic recording is primarily to be carried out using silver-based black-and-white film. Format should preferably be medium-format or larger.

Supplementary colour photography is to be carried out to illustrate, at a minimum, external elevations and major rooms within the two blocks, and also significant details.

Photographs for the archive record are to be provided as prints (10 by 8 inches or similar size) on durable photographic paper.

Photographs of features and artefacts should contain a scale.

The photographic archives will include a representative sample of the black-and-white negatives.

The types of photographs required for this commission are defined in Appendix B.

4.7 Written account

The written account should cross-refer to existing documentary recording and summarise its findings, but should not reproduce or rehearse it in full. The intention is that such existing work will be deposited with the work of the Recording Contractor.

Appendix C contains topics to be addressed in the written account.

4.8 Digital archive records

In addition to the paper copies described above, three copies of the complete recording archive (drawings, photographs, and written account) are to be provided on CD. One of these is to be passed to the Employer; the other two are to be lodged with the English Heritage National Monuments Record Centre (NMRC) at Swindon and the London Borough of Camden's Planning Department.

5 Actions by the Recording Contractor

5.1 Before submission of tender

- Be familiar with the existing historic buildings documentation on the two Stanley Buildings blocks (to be provided to the tenderer).
- Be familiar with arrangements for access to the buildings and of the various contractors in possession of adjacent site(s) (to be provided to the tenderer).
- Be familiar with the draft Health & Safety Plan under CDM Regulations (to be provided to the tenderer; the Employer's Planning Supervisor is PCM Safety (present contact: Martin Perrett)).
- Be familiar with surveys already undertaken for the presence of hazardous materials. (A survey is currently being commissioned.)

5.2 At tender

- Submit details of the tenderer's Health & Safety policy as an Employer.
- Submit a Written Scheme of Investigation for the recording and analysis of the two blocks, incorporating the requirements of this Specification and setting out proposals for equipment and methodology for achieving the required standards of archival recording.
- Submit particulars of public liability and professional indemnity insurance policies.

5.3 On appointment as Recording Contractor

- Adopt Health & Safety Plan and implement its requirements.
- Confirm constraints that may affect the site works including live services, asbestos and unsafe locations (including working at height to record features at roof level and elsewhere).
- Obtain an archaeological site code from the Museum of London and a unique reference from the National Monuments Record.
- Carry out the contracted recording and analysis.

5.4 During the site works

- Attend weekly progress meetings, presenting a short written progress report.
- Conduct tours for interested parties.
- Log of questions and enquiries.

5.5 On completion of work on site

- Provide the recording report in draft four weeks following the completion of site works, and issue the final report two weeks after receiving comments on the draft from IHCM. Eight paper copies and three electronic copies of the report shall be provided.

- At a time agreed with IHCM, lodge the final report both as paper and electronic copies with the English Heritage National Monuments Record Centre (NMRC) at Swindon and with the London Borough of Camden's Planning Department.
- Provide to English Heritage a completed NMR OASIS form.
- Lodge the archives including a copy of the final report with the Museum of London.

5.6 Documentation during other investigations of the buildings

- Recording of opened-up locations by drawing and photography, should there be engineering investigations that require intrusive exploration works taking place during the commission period.

Subsequent recording and analysis (which may be the subject of an extension of the initial contract, or may form one or more subsequent contracts):

- During demolition of the North block, at times of salvage collection and storage, and during development ground works. These documentation activities will be carried out with regard to the requirements of Planning Condition 56, related to archaeological matters.
- During future conservation and alteration works to the South block.

6 Facilities to be Provided to the Recording Contractor

The Employer will provide the following facilities and services to ensure that the works can be carried out to satisfy the commission's objectives and methods:

6.1 General

- Planning Supervisor role for CDM Regulations (PCM Safety: present contact Martin Perrett).
- Right of legal entry to the site (owned by the London Borough of Camden).
- Existing heritage-related documents.

6.2 Technical

- Engineering and live service drawings.

6.3 Facilities

- Office and temporary storage facilities (adequacy of security to be agreed with the Recording Contractor).
- Temporary messing accommodation, with heating or lighting responding to the time of year and climatic conditions.

7 Facilities to be Provided by the Recording Contractor

7.1 General

The Recording Contractor shall provide or arrange through the Employer for the following:

- All electricity and lighting necessary for working conditions.
- Washing and lavatory facilities.
- Site induction to ensure safe working methods by building surveyors, archaeologists and approved visitors.
- PPE for all staff and up to five designated visitors.
- First Aid kit.

7.2 Technical

- All survey and recording equipment and materials.
- Containers and packaging for samples and movable artefacts.

Appendix A

Schedule of Record Drawings to be Produced

Note: apart from the one overall site plan, drawings are required to be produced for both blocks

Drawing	Scale	Comments
A1 Plans		
Site plan	1:200	To show both blocks and nearest site grid control points
Ground floor plan	1:100	Including adjacent hard landscape features
First floor plan	1:100	
Second floor plan	1:100	
Third floor plan	1:100	
Fourth floor plan	1:100	
Flat roof plan	1:100	Plan view above parapet and chimneys
A2 External elevations		
Front elevation	1:100	
Side (west) elevation	1:100	
Side (east) elevation	1:100	
Back elevation	1:100	To use a single 'developed' elevation, or additional part-elevations, so that all external faces of the back extensions are recorded
A3 Sectional elevations (full height and width)		
Long front-to-back sectional elevation through central corridor from balcony to rear wall of deeper back extension	1:100	Two to each block: one looking to west in one dwelling, one looking east in the other
Long front-to-back sectional elevation through front room, both back rooms and shallower back extension	1:100	Two to each block: one looking to west in one dwelling, one looking east in the other; long section-line may be offset along length to allow clarity of reading
Cross-sectional elevation through both front rooms and balconies	1:100	Looking towards back of block

Cross-sectional elevation through back extensions	1:100	Looking from just inside doors towards back of block to highlight position of original washing, cooking and toilet facilities
A4 Details		
To include:	1:20 and 1:10	
- typical chimney-pots (excluding modern replacements)		
- typical parapet bay with cruciform openings		
- typical balcony balustrading, central column and beams, tie-rods and back-plates restraining column		
- typical dust and ash chute on balcony (roof, typical floor, ground floor)		
- typical decorative rendering around doorways and adjacent balcony wall areas		
- typical window lintels (various types)		
- typical window-frames and surrounds		
- typical decorative ceiling mouldings		
- typical cast iron / decorative fireplaces		
- original or early washing / cooking / toilet facilities		
- adjacent hard landscape features related to the buildings		

Appendix B

Schedule of Photographs to be Produced

Topic	Comments		
B1 Setting	<ul style="list-style-type: none">- Views to and from the blocks- Views taken from nearby buildings where access can be arranged (in particular from the roof of St Pancras Station trainshed and the new station extension roof if this is permitted)	B6 Building condition	<ul style="list-style-type: none">- Generally
		B7 Artefacts	<ul style="list-style-type: none">- As found during initial recording and subsequent demolition or alterations
B2 External elevations and features (including balconies, staircase and 're-entrant' elevations of back extensions)	<ul style="list-style-type: none">- Oblique and rectified- Details to include:<ul style="list-style-type: none">- typical balcony balustrading, central columns and beams, tie-rods and back-plates restraining columns- typical dust and ash chutes on balcony (roof, typical floor, ground floor)- typical decorative rendering around doorways and adjacent balcony wall areas- typical window lintels (various types)- Hard landscape features	B8 The site work in progress	
		B9 Ad-hoc activities by temporary tenants	<ul style="list-style-type: none">- buildings are unoccupied; not applicable in this contract
		B10 Photographs found at archives (number to be agreed)	
B2a Flat roof	<ul style="list-style-type: none">- General- Details to include:<ul style="list-style-type: none">- typical chimney-pots (including modern replacements)- typical parapet bays with cruciform openings		
B3 General internal room views	<ul style="list-style-type: none">- General		
B4 Telephoto of external remote features	<ul style="list-style-type: none">- Brickwork, defects, windows, roofs, chimney stacks		
B5 Internal features and fittings	<ul style="list-style-type: none">- Floors, ceilings, doors, windows- Paint- Wallpaper- Bricklaying patterns- Mortar, plaster and mouldings- Exposed iron 'beams' in ceilings- Kitchen and bathroom services and fittings- Fireplaces and chimney-pieces		

Appendix C

Contents of Report

Topic	Comments
C1 Introduction	<ul style="list-style-type: none">- Background to the commission- Planning conditions- Objectives- Programme- Constraints- Acknowledgements
C2 Methods	<ul style="list-style-type: none">- Research- Survey- Documentation- Photography- Sampling- Consultation with specialists- Meetings
C3 Outputs	<ul style="list-style-type: none">- Drawings- Photographs- Samples- Accounts- Appendices registering the produced database
C4 Written account	<ul style="list-style-type: none">- Description of the building- Findings of the site work including phasing- Analysis of the documentation processes
C5 Conclusion	<ul style="list-style-type: none">- Main findings- Outstanding objectives- Recommendations
C6 Figures, drawings, and photographs	<ul style="list-style-type: none">- A good selection of each
C7 References	
C8 NMR OASIS Form	<ul style="list-style-type: none">- Completed form for lodging, with or without report, with English Heritage
C9 Appendices	<ul style="list-style-type: none">- Log of all collected baseline data resulting from the commission (drawings, photographs, samples, artefacts)

Appendix D

Artefacts and Samples

Artefact	Proposed Sampling
Wallpaper	Remove samples of early wallpaper for conservation and archiving in study collection
Paint	Remove samples for identification of materials and archiving in study collection
(Bricks	Sound facing bricks will be salvaged from North block during demolition if practicable, for use in South block during conservation and alteration works. The Recording Contractor is not required to identify suitable areas of such bricks, as identification will be included in the salvage process of the demolition contract.)
Chimney-pots (excluding modern replacements)	Identify examples in sound condition for subsequent dismantling during demolition of North block and alterations to South block (to be re-used if practicable in first instance for replacement of damaged or missing counterparts in South block during conservation and alteration works; subsequently to be offered to museum or similar institutions; then as architectural salvage)
Balcony balustrading	
Balcony central columns and beams, tie-rods and back-plates restraining columns	
Dust and ash chute boxes	
Decorative rendering around doorways and adjacent balcony wall areas	
Window lintels (not modern replacements)	
Window-frames and surrounds	
Decorative ceiling mouldings (if removal practical)	
Cast iron / decorative fireplaces	
Original or early washing / cooking / toilet facilities	