

Written Scheme of Investigation for Building Recording

Wharf Road Viaduct and Arches

King's Cross Central General Partner Ltd

March 2014

King's Cross

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Wharf Road Viaduct and Arches Kings Cross Central London N1

London Borough of Camden

Written Scheme of Investigation for Building Recording

National Grid Reference: 530110 183770

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Wharf Road Viaduct and Arches Kings Cross Central London N1

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Project Manager: David Divers

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Non-technical summary

The purpose of this 'written scheme of investigation' is to present a strategy for the investigation, analysis and recording to be undertaken in order to discharge condition 55 attached to the King's Cross Central Outline Planning Permission (ref. 2004/2318/C) in relation to the refurbishment of this building.

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 Wharf Road Viaduct and Arches are located along the south-west boundary of the Western Goods Yard, to the north of the Fish and Coal Offices, and was built in c. 1850.

This Written Scheme of Investigation sets out the methodologies to be employed in the recording and a programme of documentary research which will be integrated into the reporting of the results of the survey.

It is proposed that a Level 4 standing building survey is undertaken as the mitigation strategy necessary to discharge the building recording conditions attached to the Outline Planning Permission.

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Fig 1 Site location

Fig 2 Lower level plan of viaduct arches

1 Introduction

1.1 Objective of this Written Scheme of Investigation

This Written Scheme of Investigation (WSI) for building recording is submitted in support of the Reserved Matters submission for the Fish & Coal Offices, Eastern Wharf Road Arches and Wharf Road Viaduct, forming part of the King's Cross Central (KXC) development site in the London Borough of Camden.

Specifically, this WSI is submitted pursuant to Condition 55 (building recording) attached to the King's Cross Central (KXC) Outline Planning Permission dated 22 December 2006 (ref. 2004/2307/P) relating to that building. It has been commissioned from Museum of London Archaeology (MOLA) by the applicant, King's Cross Central General Partner Ltd.

1.2 Site background

The Wharf Road Viaduct and Arches are located within the KXC development, along the south-west boundary of the Goods Yard and follows the natural curve of the Regent's Canal. The National Grid Reference for the approximate centre of the site is 530110 183770.

The Viaduct lies within the Regent's Canal Conservation Area - Sub-area 3 'The Railway Lands' - initially designated in 1974 subsequently extended to include the King's Cross Goods Yard in 1983 and 1985.

The viaduct is a non-listed structure and is not identified in the Conservation Area Appraisal as a building that makes a positive contribution to the Conservation Area.

1.3 Planning background

The development was granted outline planning permission (ref. 2004/2307/P): by the London Borough of Camden on 22 December 2006. Condition 55 attached to the permission requires a programme of recording and analysis of historic buildings affected by the development. Details of Condition 55 are as follows:

Condition 55 *No works shall take place in relation to each phase of the Development as notified under condition 21 until the applicant, their agent or successors in title has secured the implementation of a programme assessment, recording and historic 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 Brief summary of the building

The Wharf Road Viaduct and Arches were built c. 1850 as part of the initial development of the King's Cross Goods Yard to link the lower level part of the Goods Yard and the higher level railway sidings and associated sheds to the north. The structure comprises 22 arches which open onto the lower level of the Western Goods Yard which were originally used as stabling for the horses working in the Goods Yard and retained this function until at least 1921. The viaduct was widened between 1897 and 1906.

1.5 Proposed development

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 structure itself will be retained and refurbished as part of the development. The viaduct road surface will be replaced and waterproofed and the majority of the arches refurbished for office and retail (food and drink) floor space within the Fish & Coal Offices and Eastern Wharf Road Arches alongside an adjacent area of landscaped public realm on the Wharf Road Viaduct and Coal Drops ramp. Up to three arches will be opened in order to establish a new pedestrian route to the canal towpath.

This WSI relates to building recording works to be undertaken prior to the refurbishment of the Wharf Road Viaduct and Arches pursuant to conditions attached to the KXC Outline Planning Permission, and the parameters and principles set out in the Initial Conservation Plan (2004) which was submitted in support of the planning application. Although the development work affecting the Viaduct will be implemented in at least one phase of work (the first being the refurbishment of the easternmost ten arches), this Written Scheme of Investigation details the scope of building recording required for the entire length of the viaduct which will be undertaken as a single phase of building recording work.

The scope for this building recording does not include the Fish & Coal Offices which were subject of a previous phase of archaeological recording in 2008 (PCA 2009). building Blocks 1 and 2 at the south-eastern end of these buildings have basements which were included in the 2009 report, while blocks 3, 4 and 5 to the northwest have no basement, being constructed over the Wharf Road Arches which will be recorded as part of the forthcoming recording outlined in this Written Scheme of Investigation.

1.6 MOLA team

In the document below the following terms should be understood:

1. *MOLA (Museum of London Archaeology)* is a company limited by guarantee registered in England and Wales with company registration number 07751831 and charity registration number 1143574. Registered office: Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED.
2. *Project Manager* - MOLA office based manager who is the client's principal point of contact and who has overall responsibility for the project budget and delivery.
3. *Site Supervisor* - MOLA site based manager who is responsible for the direction of the field team. Site supervisors on larger sites will tend to be Project Officers in grade, whilst on other sites they will be Senior Archaeologists. On some sites there may be both a Project Officer and/or one or more Senior Archaeologists.
4. *Archaeologists* - MOLA staff responsible on site for archaeological fieldwork.
5. *Field Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
6. *Health and Safety Manager* – MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement.

2 Standing Building Recording method statement

2.1 The field survey

The objectives of the Standing Building Survey include the need for recording and historic analysis which considers the building's structure, architectural detail and archaeological evidence. The work will be carried out to a Level 4 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, 2008), and using as appropriate the terms and methods specified in the Museum of London Archaeological site manual (3rd edition 1994).

The final report is to be deposited in the English Heritage National Monuments Record Centre (NMRC) at Swindon, with the London Borough of Camden's Planning Department while the resulting records, drawings and photographs will be deposited with the Museum of London's archaeological archive.

The scope of work broadly follows that in the previously prepared specification (IHCM 2011) and specifications described by EH for a level 4 survey which are as follows:

A level 4 standing building survey forms a comprehensive analytical record of a building, drawing upon the full range of available resources to present the building's significance in terms of architectural, social, regional or economic history. The report will therefore present a systematic account of the buildings origins, development and use. The record will include an account of the evidence upon which the analysis has been based and will include drawn and photographic records to illustrate the buildings appearance and structure.

The proposed work will therefore concentrate on elucidating and reconstructing on paper the successive major builds and episodes of construction evident in the fabric of the building, and also evident in available documentary sources. The redevelopment of the building calls also for the comprehensive photographic recording of the building. For these purposes the visible fabric of the building will be examined, analysed and recorded in suitable form.

The proposed archaeological work has the following main components:

- To undertake a comprehensive photographic record of the building, including general views of the structure within its setting. Rectified photographic images of the elevations of the building may be appropriate, where possible and the capture of detailed and general shots of the interior and exterior fabric of the building, where this can be safely done.
- To investigate, analyse and describe the fabric of the building before redevelopment, with the aim of elucidating its use and structural history, and record and analyse the resulting evidence for this history using applicable archaeological methods.
- To make a detailed record of the existing building in its present condition, by means of photography, scale drawings, with the use of existing scale drawings to be supplied by the client.
- To study documentary sources for the history of the building.
- To report the results in suitable form, publish a summary and deposit 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.

- Existing measured survey drawings supplied by the developer will be annotated by MOLA on site and details added. CAD versions of these will be amended and EGH drawing conventions applied according to the various guidance documents (EH 2006, 2005).

2.2 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.

2.3 Physical investigation

Physical investigation of the building will be done on site during the survey, prior to refurbishment of the building. 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 development. The work will focus on those parts of the building affected by the development. The on-site analysis and recording of the fabric and the methods of construction of the building is also an important part of this process.

Site investigations will also include the monitoring of any opening up works (including excavations) which may reveal evidence for construction, development or use of the building.

2.4 Drawn records

The Project Manager and Site Supervisor(s) will be responsible for ensuring that the following methodologies are employed:

- The existing scale drawings of the building, as supplied by the client, will be checked for accuracy and annotated with information relating to the historical significance of features. Further sketch drawings or annotated sketches of details such as windows, doors, columns, etc may be made by hand. These will record the exposed fabric of the building, both externally and internally, in the form of plans, elevations and sections. These will include the external walls, internal walls, floors and roof.
- A single representative plan or elevation may be drawn of parts of the building showing historical details of interest if it is discovered that the building was

constructed to a repeated pattern. This representative drawing will therefore illustrate the general appearance of the feature, bay, window, etc. Areas that do not conform to the established pattern are therefore of interest and will also be recorded in plan and/or elevation, by hand in the form of measured, annotated sketches or photographs.

- The immediate relationship of any one feature to any other will be established by direct observation and recorded by drawing annotated sketches showing each structural element, thus allowing a record of its total extent.

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

2.5 The use of existing architectural drawings

Existing plans and elevations have been or will be supplied to MOLA by the client in AutoCAD format and will be an important component of the project. These will be annotated on site by MOLA, with the addition of details of historical features as necessary and checked and redrawn if necessary, as required in order to conform to the applicable specifications for the presentation of AutoCAD images for heritage surveys (EH 2005, RCHME 1996), and so that the drawn record fully and accurately reflects and illustrates the analysis of the fabric.

2.6 Photographic methodology

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.
- The client/contractor will supply task lighting, but for photographic purposes the MOLA photographers will provide their own appropriate lighting. This will be a portable flash or tungsten halogen lamps. MOLA may require the client/contractor to provide an on-site 110v power supply in order to recharge photographic batteries. In addition an available parking space will be required when the Photographer is on site as a vehicle is required in order to bring the photographic equipment to site.
- Photographs, except working shots, 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.
- A computerised photographic index will be compiled, relating negative number, site photograph number, context numbers, survey area, and other relevant information.
- At the request of client or archivist a file of site photographs may be produced and stored digitally on Compact Disc.

2.7 Archive research

A survey will be made to identify available documentary sources for the history of the Wharf Road Viaduct and Arches. These are likely to be maps, archives, collections of local photographs, company minutes and other legal documents. If appropriate, these will be consulted to the extent necessary to furnish information as to dates of construction and modification of the building, and on the social, economic and cultural context in which the building was constructed and used, and later modified in form and use. Documentary sources of information may also be consulted in order to obtain comparative stylistic and other information, by which to identify and date elements of the building, such as joinery and brickwork.

2.8 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 4 in the English Heritage specifications (EH 2006). This will form a detailed analytical record, incorporating an introductory description followed by an account of the building's development and use, citing the documentary archive material used as evidence for the conclusions drawn.

The text that presents the analytical description of the building will use numbered paragraphs and will refer to photographs and drawings in the report. A further section of the report will present an analytical description of the fabric used in the construction of the building, such as brick, mortar, stone and metals. In general, and where not otherwise mentioned, the terms and procedures of the *Archaeological Site Manual* (MoLAS, 1994) will apply.

2.9 Watching brief

In addition, further recording of the Wharf Road Viaduct and Arches as a watching brief may be required during development works. This watching brief would be carried out to the standards specified in this document.

2.10 Salvage

MOLA archaeologists may advise the developer on the salvage of any items or materials that are revealed or exposed during the survey and any subsequent watching brief as appropriate, if they are considered to be of heritage value.

2.11 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.

MOLA governance and organisational strategy are determined by the Senior Management Group (SMG), led by the Managing Director and comprising the Finance Director, the Head of Operations, the Senior Post-excavation Manager and three Senior Consultants. The SMG reports regularly to an independent Board of Trustees, who oversee MOLA's performance and strategic direction. As a charitable company MOLA is monitored and regulated by the Charities Commission.

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 (2013)

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 Site archive and reporting

3.1 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. The Museum of London has issued guidance for the preparation of archaeological archives, which MOLA follows: ie Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London*, (2009). These are supplemented by the Institute of Conservation's (ICON, formerly known as UK Institute for Conservation) *Conservation Guide-lines No. 2*, and the Museum of London's *Standards for the Preparation of Finds to be permanently retained by the Museum of London*.

Other appropriate guidance on the curation of archaeological archives is set out in the Museums and Galleries Commission's *Standards in the Museum Care of Archaeological Collections*, (1992), the Society of Museum Archaeologist's (draft) *Selection, retention and dispersal of archaeological collections*, (1992) and the Archaeological Archives Forum's *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation* (Brown, D, 2007).

The archive will include all materials retained (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.

The archive will be presented to the Archive Officer at MOL within 12 months of the completion of any publication work (unless alternative arrangements have been agreed in writing with the Local Planning Authority).

3.2 Publication/dissemination

A short summary of the results of the work will be submitted to the Greater London SMR and NMR (using the appropriate OASIS archaeological report form), and for publication in the 'Excavation Round-up' of the *London Archaeologist* and other period-based archaeological journals as appropriate.

Due to the significance of the building and the group value it shares with other historic buildings on the Kings Cross Goods Yard site, consideration will also be given to the potential requirement for further dissemination and publication in accordance with the principals set out in MAP2 (EH 1991). This assessment will be included as part of the building recording report which will be submitted and agreed with the local planning authority within 8 weeks of completion of the recording work.

4 Project timetables and staffing

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

The survey will then be undertaken by MOLA according to the agreed timetable and attendances levels. The MOLA team during the survey will typically comprise two buildings archaeologists and a photographer and buildings archaeologist. A lone buildings archaeologist will attend site to monitor opening up works or excavations, or at other times when contractors are also in the building or on the construction site.

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:

- MOLA will confirm any constraints that may affect the site works including services, asbestos and unsafe locations, including working at height. 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 be monitoring opening up works by other contractors and 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 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 (2013), and promptly carry out (or arrange for the site Attendance Contractors to carry out) any instructions issued by the MOLA Health and Safety Manager, who may visit the site. The H&S Manager will provide written reports after any site visit. 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.

5 Bibliography

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- MOLA, 2014 *Health and Safety Policy, operational procedures*
- MOLA, 2013, *Written scheme of investigation for an archaeological watching brief - Wharf Road Viaduct Kings Cross Central London N1*
- PCA 2009 *Building recording of the Coal and Fish Offices, King's Cross Central*, Pre-Construct Archaeology unpublished report
- Royal Commission on Historical Monuments, 1996 *Recording historic buildings: a descriptive specification*

6 Appendix 1: General Objectives of Standing building survey

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)

7 Appendix 2: Generic standing building survey procedures

7.1 Overall standards

Standards: all 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).

7.2 Site Handover

1. **Site start up handover:** recording will commence once all parties are satisfied that the building is safe to access and a hand-over meeting has been agreed. Once Museum of London Archaeology has access to the prepared area a team will be mobilised. In general a minimum of two weeks' notice from the date of commission to the start date of fieldwork is required by MOLA.

7.3 Archaeological monitoring

1. **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 works are being conducted to proper professional standards and in accordance with this written scheme of investigation.
2. **Regular 'site monitoring' meetings** of the appropriate members of the project team and the Local Planning Authority's designated representative/advisor may be held if required to review research aims, archaeological procedures, and site strategies.
3. **Progress reports** will be produced by MOLA and made available to the Local Planning Authority's designated representative/advisor if requested.

7.4 Variation to research priorities and/or methodologies

1. **Research questions:** the overall project methodology is primarily determined by the research questions set out in 2.1 above. These will be kept under constant review as set out in the next paragraph and will continue to drive site strategy and methodology during excavation.
2. **Resources:** within this framework the project team will carry through a process of continual assessment and prioritisation of research objectives, allowing informed decisions to be made regarding the optimum level of sampling of archaeological strata. These decisions will reflect the need to balance the recovery of valid archaeological data with prudent management of available resources, avoiding inappropriate cost.
3. **Variation:** Decisions made on these bases may result in the enhancement or simplification of recording systems as dictated by the evolving research framework.
4. **Agreement:** Where alternative approaches and methodologies are thought to be appropriate within the framework of the stated research objectives these will not

be employed without consultation between the Local Planning Authority's representative/advisor, MOLA and the client or their agent.

7.5 Site records

The Project Manager and Site Supervisor will be responsible for ensuring that the written record to be submitted to the archive corresponds to a Level 4 in the English Heritage specifications (EH 2006). In general, and where not otherwise mentioned, the terms and procedures of the Archaeological Site Manual (MoLAS, 1994) will apply. In addition the written records will comply with the standard and guidance for archaeological investigation of standing buildings or structures as stated by the Institute for Archaeologists (IFA 2001).

7.6 Drawn records

The drawn site records, the completed CAD drawings presented in the report and the use of existing survey drawings will conform to the conventions and procedures laid out in the English Heritage Guidance *Understanding Historic Buildings* (EH 2006).

7.7 Photographic records

1. The overall site record will include photographs made using, as appropriate, high end digital, medium and large format cameras. The photographic record will illustrate all significant phases, structures, important stratigraphic and structural relationships, and individual items of interest.
2. All site photographs, except 'working shots', may include a photographic scale of appropriate size.
3. All photographs are taken using digital cameras and MOLA does not use colour or black and white film.
4. A computerised index will be compiled, relating image number, site photograph number, context numbers, survey area, and other relevant information.
5. At the request of the client a file of site photographs may be produced and copied digitally to DVD or similar for them.

7.8 Computing and electronic support

1. MOLA makes use of the latest digital operating systems, MSOffice applications, digital survey equipment, digital cameras, and CAD packages. These are upgraded continuously. Current details can be provided on request.
2. Our database structure has been developed specifically for archaeological data captured using the single context recording system. MOLA maintains and is continuously developing its sophisticated archaeological GIS. Details can be provided on request.
3. Security Backups of the entire system are done on a daily basis. All backup media is stored off site at a secure location.

7.9 Documentary research

1. Provision will be made for sufficient initial documentary research in order to enable the overall research aims to be realised. Further documentary research may be required during the fieldwork to address particular features or buildings.
2. Research may also include, as required, published comparative material to help identify and date the fixtures, fittings, materials, techniques and decoration in the building.

7.10 Fieldwork archive and reporting

1. A unique site code will be agreed with the Museum of London (LAARC), under which the resulting archive of field records will be stored.
2. The resulting documentation and report is to be deposited in the English Heritage National Monuments Record Centre (NMRC) at Swindon, with the Local Planning Authority and within the Receiving Archive of the local Museum.

8 ANNEX: MOLA Welfare, Health & Safety Method Statement

A Welfare, Health & Safety Method Statement has been prepared by MOLA to accompany this WSI but will be printed out and submitted separately as appropriate.

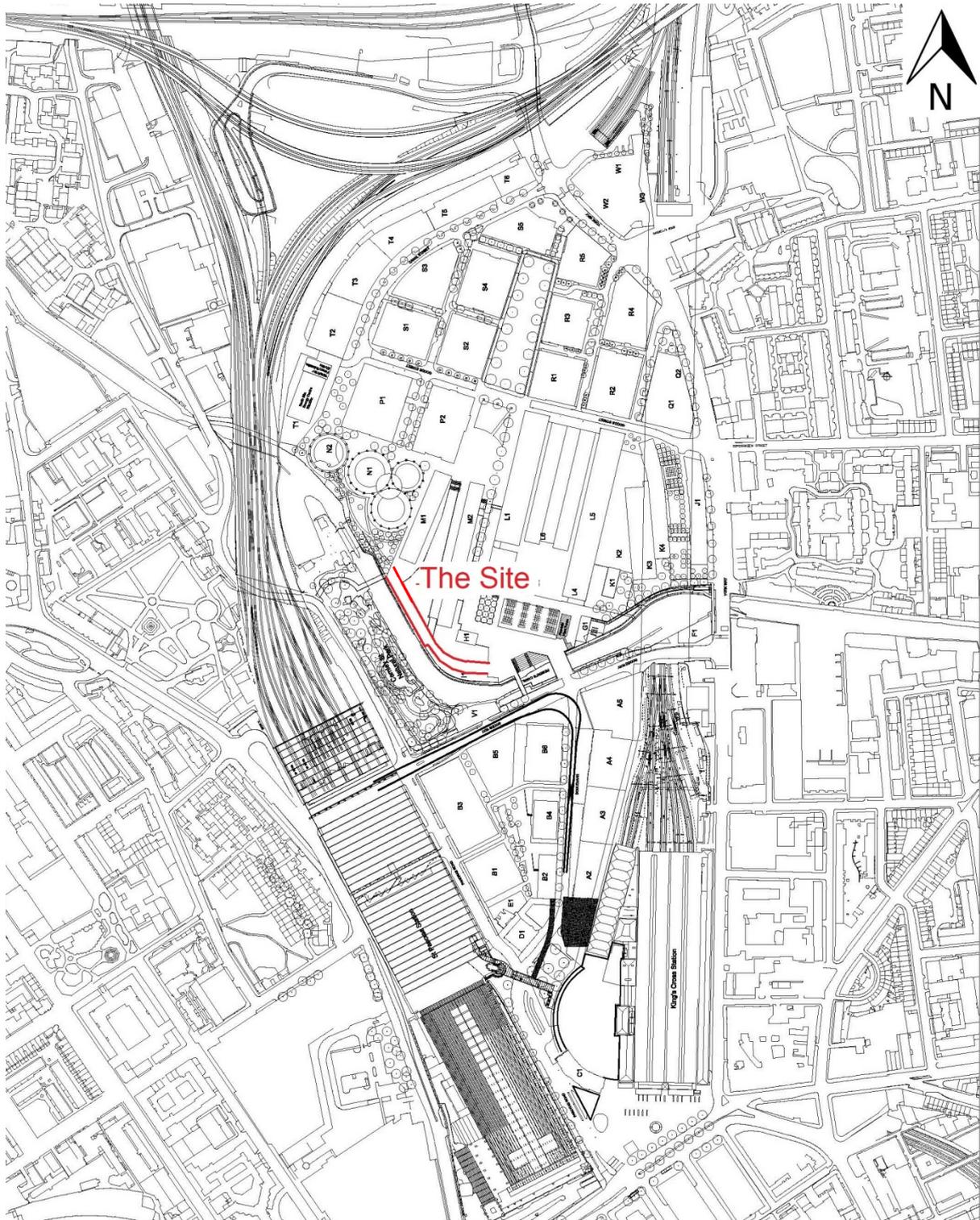


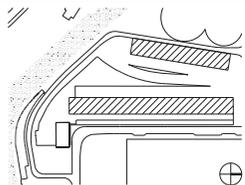
Fig 1 Site Location



date rev revisions

key plan

Figure 2: Lower level plan of viaduct arches - yellow area denotes first area to be refurbished



All information pertaining to existing buildings and fabric is based upon Plowman Craven measured survey received September 2011 wider context is based upon Townshend Landscape Architects information received in October 2011.

- Levels from Townshend Landscape Architects information
- Levels from Plowman Craven survey
- Proposed Masterplan Buildings
- Existing Buildings to be demolished
- Assumed extent of Coal Drops Feasibility site

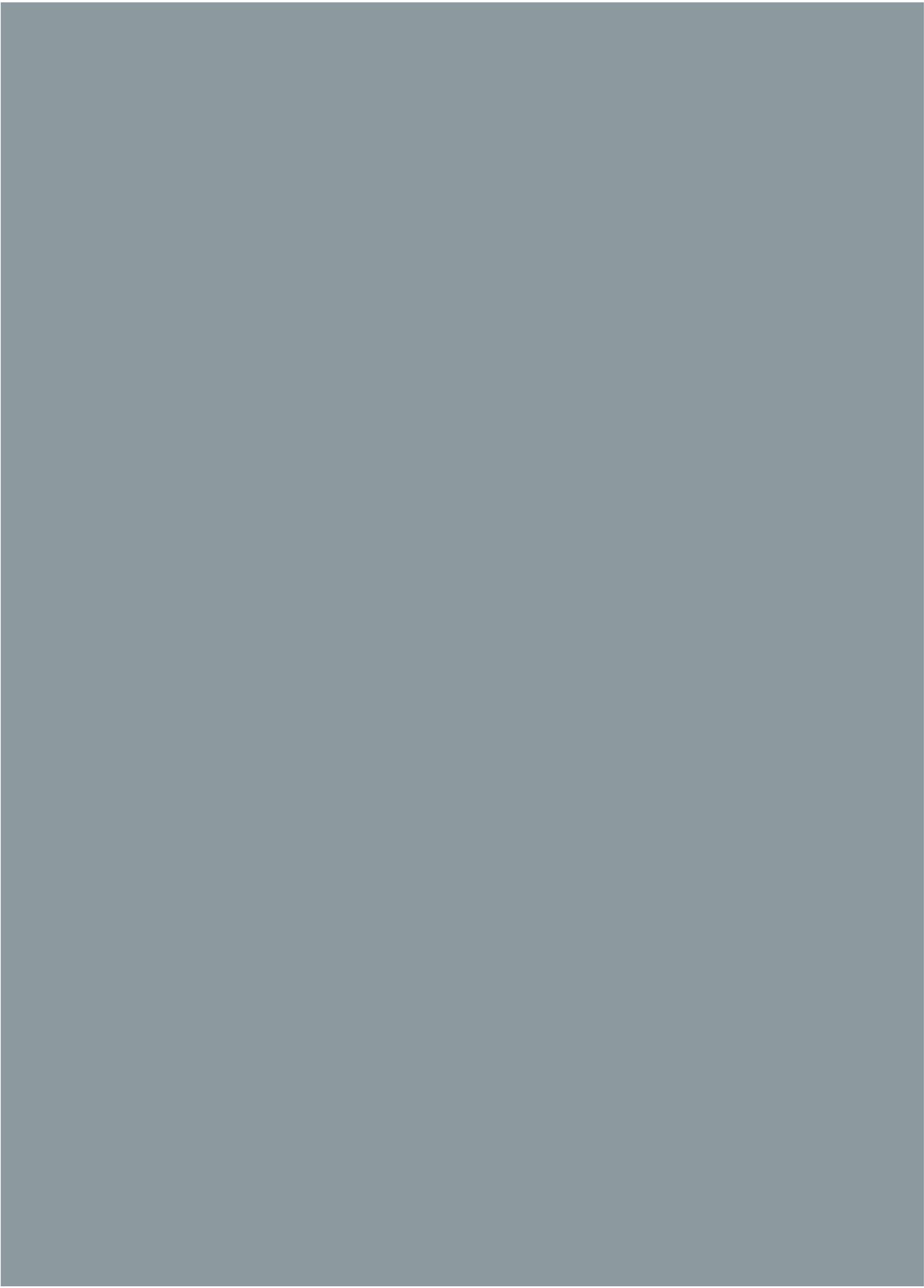
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architect

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project	drawing title		
Coal Drops Yard, King's Cross Central	Existing Lower Floor Plan		
client	scale at A1	scale at A3	drawn date
Kings Cross Central General Partner Ltd	1:500	1:1000	
	job no.	drawing	rev.



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