

COAL DROPS YARD - MAIN WORKS
King's Cross Central
London
N1

**WRITTEN SCHEME OF INVESTIGATION FOR
AN ARCHAEOLOGICAL WATCHING BRIEF**

Date 15/10/2015

Project Manager: David Divers



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King's Cross Central
London
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Written scheme of investigation for an archaeological watching brief

Planning reference 2004/2307/P
Condition number 56
Site code KGS11

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Contents

<u>1</u>	<u>Introduction</u>	<u>3</u>
<u>2</u>	<u>Objectives of the watching brief</u>	<u>9</u>
<u>3</u>	<u>Watching brief methodology</u>	<u>11</u>
<u>4</u>	<u>Programme, staffing and attendances</u>	<u>15</u>
<u>5</u>	<u>Funding</u>	<u>16</u>
<u>6</u>	<u>Bibliography</u>	<u>17</u>
<u>7</u>	<u>Appendix: Draft Transfer of finds ownership form</u>	<u>18</u>
<u>8</u>	<u>Health and Safety Risk Assessment and Method Statement (RAMS)</u>	<u>22</u>

Figures

Fig 1 Site location

Fig 2 Proposed development at yard level

1 Introduction

1.1 Project background

- 1.1.1 This Written Scheme of Investigation (or WSI) for an archaeological watching brief on the main works at the Coal Drops site which forms part of the King's Cross Central (KXC) development site. This WSI has been commissioned from MOLA by Argent LLP on behalf of King's Cross Central General Partner Ltd.
- 1.1.2 The site lies in the centre of the KXC development site to the north of Regent's Canal and its tow path, and to the west of Stable Street and includes the Eastern and Western Coal Drops, and their associated viaducts; Western Wharf Road Arches; Lower Stable Street; and associated surrounding open space, the Yard. The centre of the site lies at National Grid reference 530050 183540 (Fig 1). Ground level across the majority of the site lies at c 21m to 21.5m OD (Canal Level), with the northern area to the north of the Eastern and Western Coal Drops at a higher level of c 26m OD (Viaduct Level).
- 1.1.3 The KXC development site is subject to an outline planning permission granted in 2006 with reference 2004/2307/P. Specifically, this WSI is submitted pursuant to Condition 56 (archaeology) of the Outline Planning Permission. This WSI forms part of the planning submission for the Coal Drops Yard development (comprising the Eastern Coal Drops (ECD) and associated viaduct (ECDV), Western Coal Drops (WCD) and associated Viaduct (WCDV), newly built areas connecting these two buildings, the Western Wharf Road Arches (WWRA), Lower Stable Street, and surrounding public realm). The document details a programme of archaeological works which will be undertaken during main works associated with the development.
- 1.1.4 The proposed development for the site comprises the refurbishment of the existing historic buildings and the addition of some new structures to create a retail destination at the site, using retained structures with hard landscaping within the yard. The existing platform viaducts on the Eastern and Western Coal Drops and Wharf Road Arches are to be conserved and retained, apart for a partial cut back to the northern part of the Eastern Coal Drops viaduct. Two external bridges will be constructed at Viaduct Level, connecting the Eastern and Western Coal Drops buildings, along with a third bridge connecting the ECD viaduct to the Wharf Road Viaduct (WRV). Further bridges are proposed to connect the ECD to Stable Street.. A new upper level is proposed, spanning the Eastern and Western Coal Drops to accommodate a large retail space, bridging between the two buildings. The new Upper Level and roof will be structurally independent of the existing buildings, with structural columns passing vertically through the Western Coal Drops and Eastern Coal Drops and sitting on piled foundations. Underpinning will be required in localised positions across the site except in the southern end of the Eastern Coal Drops. The proposed development at Yard Level is shown on Fig 2.
- 1.1.5 The works requiring a watching brief are the pile probing for the planned piles for the scheme and, dependant on results of the pile probing, if required, further monitoring of excavations for pile caps across the site in areas where archaeological survival had been identified. Underpinning

works will also be subject to a watching brief where appropriate. Any further works that will significantly disturb below ground deposits will also be monitored.

- 1.1.6 The potential archaeological interest on the site relates to both the railway goods yard and archaeology that predates it, such as former agricultural land use and evidence of brick making. Deposits associated with construction of the Regent's Canal and the levelling of the site for the construction of the goods yard may also be present, as may features associated with the goods yard buildings, viaducts and tracks.
- 1.1.7 An archaeological watching brief as defined by the Chartered Institute for Archaeologists is *a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons (see below Section 2.1)*
- 1.1.8 The results of the watching brief will be set out in a report to be issued within six weeks of completing the fieldwork. The site archive will be deposited with the Museum of London Archaeological Archive (LAARC) within twelve months of issuing the report.
- 1.1.9 This document sets out the methodologies (including Health & Safety) which will be followed during the watching brief and reporting stages. These will follow the Standards and Code of Practice laid down by the Chartered Institute for Archaeologists (CIFA 2014), London region archaeological guidance from Historic England (GLAAS 2014), and Historic England Centre for Archaeology Guidelines where appropriate.
- 1.1.10 Other relevant documents include:
- Volume 2, parts 9 and 10 of the Environmental Statement (ES) approved as part of the KXC outline planning permission, comprising the Cultural Heritage Specialist Report and Archaeology Specialist Report respectively (RPS 2004).
 - Written scheme of investigation for a watching brief on the enabling works, approved under submission reference 2014/4317/P, at the Coal Drops Yard (MOLA 2014).

1.2 Planning and legislative framework

- 1.2.1 The site lies to the central part of the KXC development site, which is subject to an outline planning permission (The Outline Permission) granted in 2006 with reference 2004/2307/P.
- 1.2.2 Condition 56 of the King's Cross Central Outline Planning Permission requires a programme of 'Archaeological Investigation and Mitigation' to be carried out during the implementation of the scheme. Details of Condition 56 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 archaeological work 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.

- 1.2.3 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.
- 1.2.4 Generally for the Central Area of the KXC development (as defined in the Cultural Heritage Specialist Report and Archaeology Specialist Report in the ES), an Archaeological Watching Brief process was determined to be the most appropriate mitigation measure, due to large areas having been used predominantly as railway sidings.
- 1.2.5 This document sets out the strategy to ensure that archaeological objectives set at the outline stage are achieved.

1.3 Archaeological background

- 1.3.1 The findings of the KXC Environment Impact Assessment and other research indicate that no pre-industrial aged archaeological remains have been found on site. The history of the development suggests the site to have 'no' or localised archaeological potential to the pre-industrial periods.
- 1.3.2 The character of activity on the site relating to the pre-industrial period can be summarised as follows:
- Wooded landscape in prehistoric times with increasing small scale clearance for farming from the Neolithic period onwards.
 - Agricultural landscape from the Roman through to the post-medieval period on the eastern flanking slope of the Fleet Valley.
 - Shallow quarrying for weathered clayey soils for brickmaking during the 17th and 18th century.
- 1.3.3 The site lay on the London hinterland before development in the 18th century following the building of the New Road from Paddington to Islington in 1756. Cartographic evidence shows the progressive development of the rural area by urban expansion, culminating in industrial colonisation associated with the Regent's Canal, opened in 1820, and two major railway termini, King's Cross built in 1851-2 and St Pancras built in 1863-8. The canal interchange was an integral part of the mid-19th-century goods yards and depots which lay to the north of King's Cross Station.
- 1.3.4 The mid-19th century creation of the Great Northern Railway Goods Depot saw the following activities develop in the northern part of the King's Cross Central site:
- In the north, the terracing back of the gentle south facing slopes to create a sub-horizontal ground surface.
 - In the south, the raising of ground level with spoil from the north end of King's Cross Central, to complete the level landscape as it approaches the Regent's Canal.

- Construction of an arrangement of buildings and structures servicing the railway industry.
 - Construction of a vast network of railway tracks throughout the northern part of the site.
- 1.3.5 The Eastern Coal Drops was built in 1850 as part of the initial development of the King's Cross Goods Yard to provide the transfer of coal from rail to road. For its time it was of an incomparable scale, with 96 cells on two storeys under the cover of an overall roof. The southern half was converted to warehouses in the late 19th century, whilst the northern part was damaged by fire in the mid-1980s. The associated viaduct for the coal drops was constructed between 1860 and 1865, but the existing blue brick structure was built after 1921.
- 1.3.6 The Western Coal Drops and Viaduct were built in 1859-60 as part of the King's Cross Goods Yard development by the Great Northern Railway to provide the transfer of coal from rail to road. The upper level originally carried railway tracks allowing coal carts to enter the building. Coal hoppers were situated on an intermediate level below, which were over loading bays for merchants' carts. A viaduct situated on the western side of the building carried the empty carts. The building was altered in 1897-8 and the viaduct dismantled and rebuilt as a road viaduct on the eastern side of the building. The Western Goods Shed was then built abutting the western wall of the coal drops building, which was subsequently used in combination with the Western Goods Shed, for outward-bound traffic.
- 1.3.7 Wharf Road Viaduct is thought to have been built c 1850, with a bridge section spanning over the canal access to the Coal and Stone basin. The viaduct provided road access between the southern part of the Goods Yard and the sheds to the north; it was widened c 1860 to accommodate a pavement on the Goods Yard side of the roadway and again at the end of the 19th or the beginning of the 20th century. The arches under the main southern part of the viaduct provided stabling for the horses that worked in the Goods Yard and retained this function until at least 1921. The viaduct also supported the western part of the Fish & Coal Offices. In the late 20th century, some of the arches under the viaduct were converted for use as a night club, offices and garages, although all arches are now vacant pending redevelopment.
- 1.3.8 The Yard area between these buildings was occupied by piers of the Plimsoll viaduct which has recently been demolished as part of the overall development scheme under Conservation Area Consent ref. 2004/2318/C. The viaduct had originally been constructed in 1865-66 from timber but the demolished brick structure was rebuilt, probably, in the early 20th century, possibly as late as the 1920-30s.
- 1.3.9 Railway related functions continued on the site from the mid-19th century through to the period after World War II with some damage sustained by structures as a result of German bombing. The period between the 1960s–1980s marked a decline of the railway for the transportation of goods, resulting in the phased demolition of some of the buildings in the northern part of the KXC site and the removal of most of the railway sidings. Save for the listed buildings within the Eastern Goods Yard, the Western Goods Shed, Regeneration House, the Coal Drops and the Fish & Coal Offices/Wharf Road Arches, all residual railway related infrastructure was subsequently removed as part of the CTRL works between 2001 and 2003.

Previous archaeological work on the site

Cubitt Square and the Lower Coal Drops

- 1.3.10 A watching brief took place within and to the north of the proposed site within the area known as Cubitt Square and the Lower Coal Drops under site code KGA11 between 2011 and 2012 (MOLA 2012). The works, which were permitted under an earlier Enabling Works approval (ref. 2012/0067/P), included the excavation of a linear trench immediately east of the Eastern Coal Drops and through two of the Wharf Road Arches to the Regent's Canal to accommodate a 750mm surface overflow pipe and other services. The works were subject to an archaeological WSI which was approved as part of the enabling works application.
- 1.3.11 Within the area of investigation, the natural London Clay was seen to slope gradually from 22.3m OD at the north, down to 19.45m OD in the south. Truncating the London Clay were a number of features pre-dating the construction of the Great Northern Railway Goods Depot, including two contemporary post-medieval ditches and some shallow cut features probably associated with known quarrying for brickmaking.
- 1.3.12 The watching brief revealed evidence of a number of features relating to the Railway Goods Yard, including a weigh bridge and a number of pillar bases, that would have supported the now absent Gasworks viaduct.
- 1.3.13 Within the Wharf Road Arches was a cobbled surface and drainage along with a feature that may have been associated with blacksmithing for the stables within the arches. Similar archaeological remains can be anticipated on this site.

Coal Drops Yard Enabling Works

- 1.3.14 Ten test pits (TP1 to TP10) were monitored during a watching brief in the Coal Drops Yard area in 2014 (site code KGA11) and a report on these works is currently being prepared. Eight of these were located in the yard area and two within Western Coal Drops building.
- 1.3.15 Generally preliminary results of the watching brief recorded that in the southern area of Coal Drops Yard the upper levels of the test pits exposed cobbled areas overlying concrete. These surfaces covered a crushed brick deposit which overlay a thick dark soil deposit, possibly a plough soil that increased in thickness to south and west. The ploughsoil covered an alluvial clay deposit also increasing in depth to the south and west (towards the Fleet) which has preliminarily been interpreted as possibly levelling/terracing for the area. This deposit contained post-medieval pottery and overlay weathered/redeposited clay, possibly indicating evidence of areas in use for extraction of deposits for brick making. This deposit overlay the London Clay.
- 1.3.16 At the north of the yard area test pits revealed a similar sequence although in this northern area of the site the ploughsoil deposit was not evident and the crushed brick deposit directly overlay redeposited/weathered clay which sealed London clay.
- 1.3.17 Monitoring of installation of 1250mm drainage down the centre of the yard and an attenuation tank at the south-west of the yard was also undertaken. These features recorded a similar depositional sequence as the test pits, particularly the attenuation tank at the south-west. Additionally occasional structural features and later brick foundations were apparent. At the south-west these may possibly represent the remains of viaduct pads associated with the removed viaduct.

Quantification of the Archaeological Resource

- 1.3.18 Previous archaeological work in the area combined with documentary sources suggests the archaeological potential comprises two main aspects. Archaeology which predates the railway goods yard would lie below made ground near the interface with the London Clay and is most likely to be field boundaries relating to former agricultural land use or evidence for brick making such as quarries or brick clamps. Above this horizon is made ground associated with deposits associated with construction of the Regent's Canal, or the levelling of the site for the construction of the Goods Depot and associated viaducts and tracks and the potential for deposits and features associated with the buildings in of the Western Goods Yard and activities undertaken there.

1.4 MOLA team and other responsibilities

In the document below the following terms should be understood:

- 1.4.1 *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.
- 1.4.2 *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.
- 1.4.3 *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.
- 1.4.4 *Archaeologists* - MOLA excavation staff responsible on site for archaeological excavation.
- 1.4.5 *Field Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
- 1.4.6 *Health and Safety Compliance Manager* – The MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement. Reports directly to MOLA CEO
- 1.4.7 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.
- 1.4.8 *Attendance Contractor* - the contractor responsible for providing such attendances to MOLA as are deemed necessary to carry out their archaeological work (see section 4.2). These might for instance include but not be restricted to shoring, lighting, facilities, fencing, additional labour, spoil removal, etc The Attendance Contractor may be the same as the Principal Contractor, or it may be subcontracted to the Principal Contractor or it may sub-contracted to MOLA.
- 1.4.9 *Sub-contractor* – where this term is used in this document it refers to any contractor employed directly by MOLA during the course of its work on the site

2 Objectives of the watching brief

2.1 General considerations

- 2.1.1 The purpose of an archaeological watching brief as defined by the Chartered Institute for Archaeologists (CIFA, 2014) as ‘...a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons. This will be within a specified area or site on land, inter-tidal zone or underwater, where there is the possibility that archaeological deposits may be disturbed or destroyed.’
- 2.1.2 A watching brief is not intended to reduce the requirement for excavation or preservation of known or inferred deposits, and it is intended to guide, not replace, any requirement for contingent excavation or preservation of possible deposits.
- 2.1.3 The Standard also notes that a watching brief may be the appropriate archaeological response outside the planning process (eg ecclesiastical development, coastal erosion, agriculture, forestry, and countryside management, works by public utilities and statutory undertakers).

2.2 Site specific objectives

- 2.2.1 The archaeological brief is essentially limited to establishing where, if at all, archaeological deposits survive (presence/absence), recording where necessary, and to ensuring that the proposed groundworks do not involve the destruction of any archaeological deposits of national significance.
- 2.2.2 The watching brief will involve a MOLA Site Supervisor in attendance on the Principal Contractor’s (or any other contractor employed by them or the client) activities and able to make such records as may be possible *without interrupting the progress of the contractors’ activities*.. This may typically include taking photographs, making quick sketches or written records, retrieval of finds and taking levels on observations. The primary purpose of watching briefs will normally be the identification of the limits of features – size, depth, alignment.
- 2.2.3 Bulk finds will not normally be recovered in the watching brief areas, though finds of specific and unique intrinsic interest may be.
- 2.2.4 The limited nature of the proposed works and the watching brief upon them makes it unreasonable to establish many specific archaeological research objectives. Nevertheless a few research questions can be outlined:
- What is the nature and level of natural topography?
 - Does evidence survive of activity pre-dating the first phase of industrial development on the site?
 - Is there any evidence of activity associated with the brick industry on the site?
 - Do soil deposits as recorded in the enabling works watching brief survive elsewhere on the site?

- Is there any evidence of the early 19th-century construction of the Regent's/Grand Union Canal or related activities present at the south of the site?
- Is there evidence for mid-19th-century site preparation and levelling work associated with the earliest stage of development of this area the Goods Yard development;
- Is there evidence for below ground remains associated with surfaces, structures and features of earlier phases of the Coal Drops;
- Is there evidence for the Plimsoll viaduct, specifically the original timber structure with the Wharf Road Arches.
- Is there further evidence for activities carried out in the yard area between the Eastern and Western Coal Drops.

3 Watching brief methodology

3.1 Archaeological considerations

- 3.1.1 The proposed development comprises retail and restaurant use with hard landscaping within the yard. The existing platform viaducts on the Eastern and Western Coal Drops and Wharf Road Arches are to be retained, except for a partial cut back to the northern part of the Eastern Coal Drops viaduct, and two linking circulation bridges will be constructed at viaduct level. Three straight external bridges connect the Coal Drops buildings at viaduct level. The proposed development at yard level is shown on Fig 2.
- 3.1.2 Piled foundations will be used for the Eastern and Western Coal Drops. Pile foundations supporting columns and cores will be constructed with 300mm diameter and 450mm diameter piles. For the four pile caps supporting columns for the main beams, pairs of larger 1050mm diameter piles will be used. Underpinning will be required across the site except in the southern end of the Eastern Coal Drops where there are no piles it is unlikely that underpinning will be required.
- 3.1.3 The works requiring a watching brief are the pile probing for the planned piles for the scheme and dependant on results of the pile probing if required further monitoring of excavations for pile caps across the site in areas where archaeological survival had been identified. Underpinning works will also be subject to watching brief where appropriate. Any further works that will significantly disturb below ground deposits will also be monitored.
- 3.1.4 Lit pits and stairwells are also planned for the development. These features are generally located in areas of denser piling and archaeological survival in these areas should be established during the pile probing exercise. If remains are encountered, as above, further monitoring of excavations for pile caps/below ground excavation for these features will be undertaken. The locations of the proposed passenger and goods lifts and stairwells at yard level are shown on Fig 2.
- 3.1.5 Properly arranged, a watching brief will cause minimal disruption to site works and will take place within agreed constraints. Watching briefs are not recommended in circumstances where important or complex archaeological remains are liable to be discovered, resulting in a risk of conflict between the need to record archaeological finds and the need to allow building works to proceed.
- 3.1.6 Initial breaking out and/or ground clearance by the Principal Contractor will be monitored by MOLA staff.
- 3.1.7 A MOLA Site Supervisor will monitor the work and record any archaeological remains revealed in the appropriate manner (plans, sections, field notes and/or pro-forma 'context sheets'). Observations will be transformed onto the Ordnance Survey National Grid Projection and heights OD. Any necessary photographic records will be made using digital or conventional media as deemed appropriate. All recording will be carried out in accordance with national standards (CIFA 2014).
- 3.1.8 Subject to 2.2 above, where significant archaeological deposits survive in any area of the proposed groundworks, the contractors will allow the MOLA archaeologist(s) reasonable time and access to record deposits as required.
- 3.1.9 In areas of archaeological interest the excavation and removal of deposits

by the Contractor will, as far as possible and subject to 2.2 above, proceed according to the reasonable advice and guidance given by the attending archaeologist.

- 3.1.10 Subject to 2.2 above some areas may require temporary shoring and groundworks might need to be temporarily re-scheduled in order to provide a safe environment for archaeological recording.
- 3.1.11 Provision will be made, at the earliest stage of development programming, for specified blocks of time to be made available for unrestricted archaeological access to areas of groundworks to carry out the watching brief.
- 3.1.12 Any finds of human remains will be left *in situ*, covered and protected. If removal is essential it can only take place under appropriate Faculty jurisdiction, Ministry of Justice (Coroner's Division) licence, environmental health regulations, coroner's permission, and if appropriate, in compliance with the Disused Burial Grounds (Amendment) Act 1981 or other local Act. Prior written notice will also be given to the local planning authority. It will be necessary to ensure that adequate security is provided.
- 3.1.13 Because MOLA is providing a monitoring service to an on-going construction programme, the timing of which can vary considerably, it remains the client's responsibility to ensure that their Principal Contractor informs MOLA no later than one week in advance of the start of any proposed groundworks where a watching brief is required.

3.2 Recording systems

- 3.2.1 A unique-number site code previously used for the site (KGS11) as agreed with the Museum of London Archaeological Archive (LAARC).
- 3.2.2 The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in London, and those required by the Archive Receiving Body, the Museum of London.

3.3 Treatment of finds and samples

- 3.3.1 Where necessary, a strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, animal bone and human burials) will be developed in consultation between MOLA, the client and the local Planning Authority. Subsequent on-site work and analysis of the processed samples and remains will be undertaken by MOLA specialists.
- 3.3.2 All retained finds and samples will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in a proper manner and to standards agreed in advance with the Museum of London.
- 3.3.3 All finds of gold and silver, or other objects definable as 'treasure', will be removed to a safe place and reported to the local Coroner according to the procedures of the Treasure Act 1996 and the Treasure (Designation) Order 2002. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.
- 3.3.4 Advice will be sought from the LPA Archaeological Advisor and the Historic England Regional Archaeological Science Advisor throughout the project, as appropriate.

3.4 Ownership of finds

- 3.4.1 Whereas ownership of any finds on the site lies with the landowner, it is necessary that the landowner gives the necessary approvals, licences and permissions to donate the finds to the Museum of London, to enable that body to carry out its obligations to curate the finds, in perpetuity, as part of the archaeological Archive from this site.
- 3.4.2 These approvals, licences and permissions shall be confirmed by the completion of the relevant Deed of Transfer form (draft appended).
- 3.4.3 The client (or their agent) will make arrangements for the signing of the Deed of Transfer Form by the client or, if the landowner is different to the client, by the landowner.
- 3.4.4 Notwithstanding the above, subsequent arrangements may be made if required between the client and the Museum for the conservation, display, provision of access to or loan of selected finds in or near their original location.

3.5 Reports and archives

- 3.5.1 A *Watching Brief report* will be made available to the client and the Local Planning Authority within six weeks of the completion of fieldwork.
- 3.5.2 A short summary of the results of the watching brief will be submitted to the Greater London HER and NAR (using the appropriate OASIS archaeological report form) and for publication in an appropriate academic journal.
- 3.5.3 Details of the project will be submitted to the online database maintained by the Online Access to the Index of Archaeological Investigations (OASIS) Project
- 3.5.4 GIS data will also be made available to the GLHER.
- 3.5.5 Finds and records will be curated by the Museum of London and be available for public consultation in a site archive compatible with other archaeological archives in the Museum of London and adhering to standards set out in the following:
- Archaeological Archive Forum, *Archaeological Archives: a guide to best practice in creation, compilation transfer and curation* (2011)
 - Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London*, (2009),
 - Museums and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992),
 - Society of Museum Archaeologists' *draft Selection, Retention and Dispersal of Archaeological Collections* (1992).
 - Society of Museum Archaeologists (1995) *Towards an Accessible Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales.*
 - United Kingdom Institute for Conservation *Guidelines for the preparation of excavation archives for long term storage* (1990)
- 3.5.6 Copyright of the written archive will be vested in the Museum.
- 3.5.7 Pursuant to these agreements the archive will be presented to the archive officer or relevant curator of the Museum within Twelve months of the

completion of fieldwork (unless alternative arrangements have been agreed in writing with the local planning authority).

4 Programme, staffing and attendances

4.1 Timetable and staffing

- 4.1.1 The timing and overall duration of the archaeological watching brief on the groundworks will be determined by the contractor's programme and the nature and extent of any surviving remains. It is envisaged that a Senior Archaeologist will monitor the groundworks, with an Archaeologist to assist with any recording work if required. Other archaeological specialists may be called in if necessary.

4.2 Attendances

- 4.2.1 For watching briefs, the attendances required by MOLA tends to be minimal as archaeologists are in fact attending the on-site works. However, some provision for welfare and working conditions will need to be anticipated. Some or all of the following attendances may be required and supplied by the client or client's agent.
- 4.2.2 Shoring: the need for the shoring of trenches will be determined by a competent person taking into account ground conditions, groundwater conditions, weather conditions, nature of work to be undertaken, how long the work will take, adjacent structures. The shoring will be installed and maintained in accordance with CDM 2007 and HSG 150 throughout the occupancy of the site by a competent person employed by the Principal Contractor/client or his agents. The shoring will be inspected by a competent contractor (Not MOLA) before each shift, any event which may have affected the strength of the shoring, or any un-intentional falls of material or equipment.
- 4.2.3 Where mechanical or electric hoists are to be used in shored shafts, MOLA Health and Safety policy requires staff working in shafts less than 4m x 4m to leave the shaft before hoisting of buckets takes place and not to re-enter until the bucket is lowered back into position. Time for such evacuation will not form part of excavation programme. Beyond a depth of 3m within such shafts gas monitoring equipment will be required to ensure appropriate air quality for those working there. Where mechanical or electrical hoists are in use in larger excavation trenches, the area in which the hoist is in use must be clearly demarcated and no staff will enter this area while the hoist is being raised or lowered.
- 4.2.4 Safety guard-rails and suitable access points into the site and areas of excavation, away from any site traffic and machinery.
- 4.2.5 Ladders into all areas of excavation when the excavated depth requires such access.
- 4.2.6 If ground-water is encountered in the trenches, adequate pumps will be required to remove it in order to complete the excavations.
- 4.2.7 If necessary, tungsten halogen lamps (500W minimum) with 110-volt transformer, adequate cabling, and power supply.
- 4.2.8 A suitable security system to operate overnight, weekends and holidays.
- 4.2.9 Labourers to assist in the removal of spoil from deeper areas of excavation.

5 Funding

- 5.1.1 The developer has already agreed to fund the appropriate archaeological watching brief coverage and the costs will be agreed in a separate document.

6 Bibliography

- Archaeological Archive Forum, 2011 *Archaeological Archives: a guide to best practice in creation, compilation transfer and curation*
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7 Appendix: Draft Transfer of finds ownership form

DATED

20

[]

-AND-

**THE BOARD OF GOVERNORS OF
THE MUSEUM OF LONDON**

DEED OF TRANSFER
of Finds excavated at
[]

Site Code []

THIS DEED OF TRANSFER is made on the

day of

20

BETWEEN: -

[] a company registered in England under Reg. No [] whose registered office is situate at [] (“the Site Owner”);

AND

THE BOARD OF GOVERNORS OF THE MUSEUM OF LONDON an exempt charity established under the Museum of London Acts 1965-1986, whose principal place of business is located at 150 London Wall, London EC2Y 5HN, (“the Museum”) which expression shall include any Governors appointed from time to time acting in accordance with the powers vested in them under the Museum of London Acts 1965-1986.

WHEREAS

- A. The Site Owner is the owner of a property at [] known by its site code [] whereupon an archaeological intervention has been carried out (“Excavation”).
- B. The Site Owner is the owner of any items of archaeological interest found during the Excavation.
- ~~C.~~ The Site Owner wishes to transfer to the Museum title to the items referred to in Recital B.
- D. The Museum has agreed to provide facilities for the accommodation and, at its discretion, the display of the items referred to in Recital B on condition that the same are assembled as an archive in accordance with the provisions of this Deed.

NOW IT IS HEREBY AGREED as follows: -

1. PREPARATION AND DELIVERY OF THE ARCHIVE

- 1.1 The Site Owner will procure the preparation of the items of archaeological interest found during the Excavation in accordance with the requirements of the Museum’s *General Standards for the Preparation of Archaeological Archives deposited with the Museum of London*, a copy of which is available to the Site Owner for inspection, and generally in accordance with best archaeological practice. The Site Owner will also procure to be prepared a full inventory of the items so prepared (“the Finds Inventory”) and a list of the boxes and other containers in which those items will be transported to the Museum (“the Final Transfer Summary”). The items of archaeological interest listed in the Finds Inventory are hereinafter referred to as “the Finds”.
- 1.2 The Site Owner will arrange for delivery of the Finds, Finds Inventory and the Final Transfer Summary to the Museum without cost to the Museum, after consultation with the Museum as to the method and time of delivery.
- 1.3 Title to and risk in the Finds will pass to the Museum on delivery of the Finds to the Museum in accordance with clause 1.2.

2. WARRANTIES

- 2.1 The Site Owner warrants to the Museum that:
 - 2.1.1 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed ownership of the Finds is vested exclusively in the Site Owner;

- 2.1.2 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed the Finds are free of all charges, encumbrances and third party rights and no right has been granted in respect of them which would affect the transfer of title to the Finds by the Site Owner to the Museum or otherwise give rise to any conflict with the provisions of this Deed;
 - 2.1.3 [to the best of its knowledge and belief ***delete as appropriate***] at the date of this Deed the Site Owner has the unfettered right to transfer ownership and possession of the Finds to the Museum;
 - 2.1.4 the Site Owner will at its own cost take all steps which are or may be necessary at any time to cure any defects in the title to the Finds; and
 - 2.1.5 the Site Owner warrants that it or its contractors have complied with all of the requirements of the Treasure Act 1996 and any statutory modification or re-enactment of that Act, and all other legislative requirements relating to the Excavation.
- 2.2 The Site Owner will indemnify the Museum against any and all claims, demands, proceedings, costs, expenses, loss or damage, of whatever nature which may be made or brought against or incurred by the Museum arising out of or in connection with any breach of the warranties given respectively by the Site Owner in clause 2.1.

3. INTERPRETATION; GOVERNING LAW AND JURISDICTION

- 3.1 This Deed will be governed by and construed in accordance with the Laws of England and Wales regardless of the place of execution or performance. The English Courts will have exclusive jurisdiction to deal with any dispute or other difference arising out of or in connection with this Deed, unless the Museum chooses to invoke, or voluntarily submits to, the jurisdiction of some other tribunal.

IN WITNESS of which the parties hereto have executed this document as a Deed on the date first written above

[]
By means of these signatures:

Director

Director/Secretary

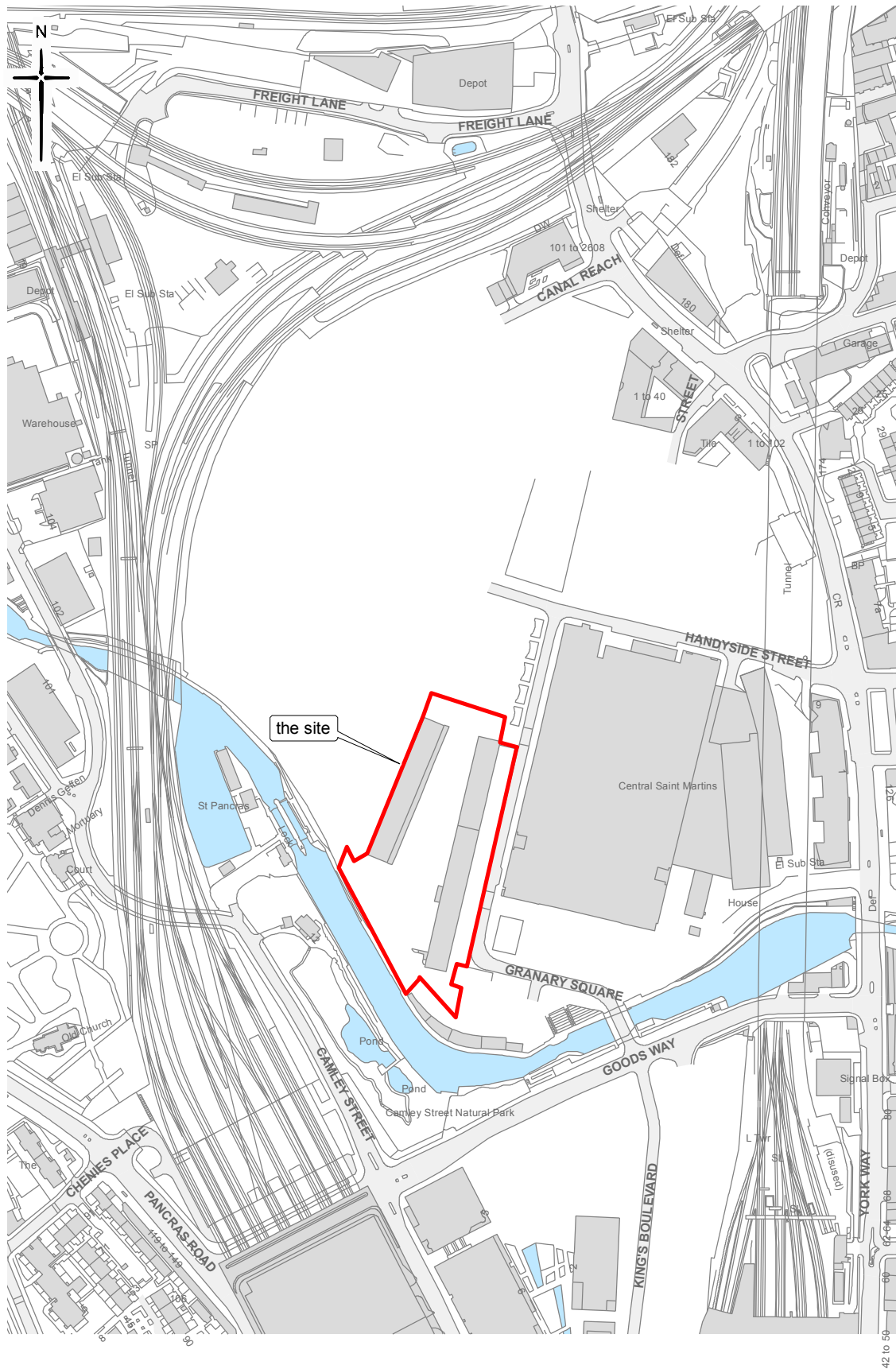
The **COMMON SEAL** of
THE BOARD OF GOVERNORS
OF THE MUSEUM OF LONDON
was hereunto affixed in the presence of:

Chairman

Secretary

8 Health and Safety Risk Assessment and Method Statement (RAMS)

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



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Fig 1 Site location

