

**29 NEW END, HAMPSTEAD, LONDON BOROUGH OF CAMDEN NW3 1HT:  
WRITTEN SCHEME OF INVESTIGATION FOR ARCHAEOLOGICAL EVALUATION**

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**LOCAL PLANNING AUTHORITY:** London Borough of Camden

**PLANNING APPLICATION NUMBER:** APP/X5210/A/14/2218243

**SITE CODE:** tbc

**CENTRAL NGR:** TQ 2649 8601

**COMMISSIONING CLIENT:** THE LINTON GROUP

**PREPARED BY:** HELEN HAWKINS (MCIfA),  
PRE-CONSTRUCT ARCHAEOLOGY LTD

**OCTOBER 2015**

**Version 2: HE comments**

**Contractor:** Pre-Construct Archaeology Limited  
Unit 54, Brockley Cross Business Centre  
96 Endwell Road  
Brockley  
London  
SE4 2PD  
Tel: 020 7732 3925  
Fax: 020 7733 7896  
Email: [hhawkins@pre-construct.com](mailto:hhawkins@pre-construct.com)  
Website: [www.pre-construct.com](http://www.pre-construct.com)

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**October 2015**

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## CONTENTS

1	INTRODUCTION .....	4
2	BACKGROUND .....	4
3	RESEARCH DESIGN.....	8
4	SITE METHODOLOGY .....	9
5	RECORDING SYSTEMS.....	10
6	TREATMENT OF FINDS AND SAMPLES .....	11
7	ARCHIVES AND REPORTS .....	12
8	SIZE AND STRUCTURE OF EXCAVATION TEAM.....	14
9	PROGRAMMING.....	14
10	BIBLIOGRAPHY .....	14
	APPENDIX 1: HEALTH AND SAFETY RISK ASSESSMENT .....	16

**STAFF REGISTER OF INSTRUCTION TO THE CONTENTS OF THIS DOCUMENT**

I, as an employee or sub-contractor of Pre-Construct Archaeology Ltd, confirm that I have read this document, understand its contents and will abide by its instructions.

<b>Name</b>	<b>Signature</b>	<b>Date</b>

## 1 INTRODUCTION

- 1.1. Pre-Construct Archaeology Ltd has been commissioned by The Linton Group to undertake an archaeological evaluation on land at 29 New End, Hampstead, London Borough of Camden NW3 1HT (Figure 1).
- 1.2. The site is currently occupied by a former nurse's hostel located at the southern end of the site. The site has been heavily terraced, stepping down from north to south in three main levels accessed by stairs. The site is heavily overgrown.
- 1.3. The proposals for the site are for the demolition of the former nurse's hostel and the construction of flats.
- 1.4. PCA have previously carried out an archaeological desk based assessment for the site (Lythe and Pullen 2011).
- 1.5. An archaeological planning condition has been attached to the site upon granting of planning permission.

*Condition 18) No development shall take place until a programme of archaeological work has been implemented in accordance with a written scheme of investigation which has been submitted to and approved in writing by the local planning authority.*

- 1.6. An archaeological advice letter from the archaeological adviser to the London Borough of Camden (8<sup>th</sup> August 2012) states:

*The site lies in an area where archaeological remains may be anticipated. It lies just outside the medieval core of Hampstead, in an area that saw extensive development in the 18<sup>th</sup> century as the older village expanded to become a fashionable spa town. It should be noted, however, that Roman remains have also been found in the vicinity of the site, including a 2<sup>nd</sup> century burial on Well Walk. The assessment report concludes that there is potential for Roman and post-medieval remains to be present on the site, and as a large basement is proposed, any archaeological deposits will be removed during the course of construction.*

## 2 BACKGROUND

### 2.1. GEOLOGY

- 2.1.1. The British Geological Survey (Sheet 256, Solid & Drift Edition) indicates that the study site is situated on Bagshot sands.

### 2.2. TOPOGRAPHY

- 2.2.1. The site is terraced in three stages from north down to the south, from an approximate height of 114.0m OD to 109.3m OD.

### 2.3. Archaeological and Historical Background

- 2.4. The archaeological and historical background is taken from the archaeological desk based assessment (Lythe and Pullen 2011).

### 2.5. Prehistoric

- 2.5.1. A Lower Palaeolithic hand axe was found near Hampstead approximately 300m to the south of the study site.
- 2.5.2. A scraper and two flint artefacts of unspecified prehistoric date were found to the north on Hampstead Heath between 1km and 2km from the study site. A prehistoric earthwork is also located on the heath, just under 1km to the northwest.

- 2.5.3. Outside the search area, at West Heath, an axe of Mesolithic date was found, just over 1km to the northwest of the site. A Neolithic axe was also retrieved from Hampstead Heath Allotments, over 500m to the north of the site.
- 2.5.4. A Bronze Age round barrow is located on Parliament Hill, to the northeast of the study site. It was excavated in 1894, although no artefacts were recovered. A second round barrow was also located on Primrose Hill, to the southeast.
- 2.5.5. Prehistoric pottery and flints were uncovered on East Heath, approximately 300m to the north of the site.

## **2.6. Roman**

- 2.6.1. A coin of Victorinus (AD 268-70) was found on the Vale of Health, just over 250m to the north of the site. Two beads were also found in the Hampstead area, just under 500m to the south.
- 2.6.2. A Roman cist burial and a Roman coin of Marcus Aurelius were also found during an excavation at Well Walk, just over 300m to the east. Four pottery vessels and a Roman lamp were found alongside the burial. Two fragments of Roman pottery were also retrieved during excavations at Mount Vernon, approximately 500m to the southwest.
- 2.6.3. The Romans constructed a road across Hampstead Heath, linking London and St Albans. A large sepulchral urn and "other utensils" were found on the heath during the 18<sup>th</sup> century

## **2.7. Saxon and Medieval**

- 2.7.1. The village of Hampstead is thought to have Saxon origins, acquiring its name from a clearing in the woods for a Saxon farmstead. The place name is first mentioned in a charter of King Edgar in the 10<sup>th</sup> century.
- 2.7.2. In 986, King Ethelred confirmed that the manor of Hampstead had been given to the monastery at Westminster. The Abbot used the area for hunting and erected gallows on the heath.
- 2.7.3. Despite Hampstead's apparent Saxon origins, no archaeological evidence of this date has been identified in the vicinity of the study site
- 2.7.4. At the time of the Domesday Book, a fifth of the manor of Hampstead belonged to Ranulph Peverel whilst, by the reign of King John (1199-1216), the rest had been leased to other individuals. From this point onwards, Hampstead does not appear to play a significant role in the life of the monastery until 1349, when its occupants fled there to avoid the Black Death.
- 2.7.5. By the 14<sup>th</sup> century, the manor had been divided into several smaller units, the study area being situated within the sub-manor of Belsize. At this time Roger de Brabazon, Lord Chief Justice to Edward III, owned the manor, leaving it to the monks of Westminster after his death. At a later date, an independent monastery was established at Belsize. This was dissolved after the reformation and the manor handed back to Westminster Abbey.
- 2.7.6. A lead bulla (seal to the papal bull), from a document belonging to Pope Innocent IV, was found on the corner of Fitzjohns Avenue and Perrins Lane, on the site of Munro House. A medieval drinking vessel was also unearthed at Holly Hill and several sherds of medieval pottery were found during an excavation at Froggnal Rise.
- 2.7.7. The Parish Church of St John at Hampstead, situated on Church Row, just under 500m to the south of the site has medieval origins. A church requires a congregation, suggesting Hampstead had grown into a reasonably sized village by this time. A number of streets that date back to the medieval period have been identified in Hampstead, including Church Row and Froggnal Road. The route of medieval Tottenham Court Road ran along the line of Charing Cross Road, Tottenham Court Road, Hampstead Road, Camden High Street, Chalk Farm Road, Haverstock Hill, Hampstead High Street and North End Way. A medieval patterned floor was recorded at 10 The Grove.

## **2.8. Post-Medieval**

### **16<sup>th</sup> to 17<sup>th</sup> Century**

- 2.8.1. After the dissolution of the monasteries, the Manor of Hampstead was given to Bishop Thirlby of Westminster. In 1598, Hampstead became a separate parish when it separated from Hendon.
- 2.8.2. In 1665, at the time of the Great Plague, Hampstead village was invaded by fleeing Londoners. Hampstead Heath also became home to the Courts of Law. Judges and barristers reputedly operated in the open, sleeping under canvas due to a lack of accommodation in the village. This may be why King's Bench Avenue is sometimes known as Judge's Walk.
- 2.8.3. After the Great Fire in 1666, Hampstead was allegedly stripped of many trees in order to rebuild London.

### **18<sup>th</sup> Century**

- 2.8.4. The first mention of a natural spring in Hampstead dates from the reign of Charles II, when an individual named Dorothy Pippin sold water from an establishment on Well Walk, located just over 250m to the east of the study site. By the beginning of the 18<sup>th</sup> century, several more springs had been found, from which water was bottled and sold in London Taverns.
- 2.8.5. Hampstead quickly grew into a fashionable spa town, hence the construction of a racecourse, new lodging houses, bun and tea shops. In 1700, a tavern was built, along with a coffee room and bowling green. An 18<sup>th</sup> Century wall, probably part of the Flask Tavern, was found at 14 Flask Walk. The "Great Room" was also constructed on Well Walk, in which dances and concerts took place. This was converted into a church in 1733 and remained so until 1849.
- 2.8.6. A post-medieval outbuilding and post-medieval dump layers were uncovered during an excavation at New End Hospital, to the immediate south of the site. An excavation conducted at Frognaal Rise to the east revealed a post-medieval workhouse and a second building of unknown function, along with similarly dated walls, pits, ditch, cess pit and drain. A post-medieval gully and made-ground was recorded at Well Walk.
- 2.8.7. The earliest depiction of the study area uncovered during this research dates to 1762. It consists of a map, compiled by an unknown cartographer on behalf of Lord Chesterfield. The site appears to be relatively undeveloped. It is sub-divided into three rectangular plots of predominantly open land, the only structure being a small square building in the northwest corner of the southwestern plot. Whilst it may represent a dwelling, its small size is more suggestive of an outbuilding of some description. The structure's approximate location, in terms of modern land boundaries, is in the centre of the study area. The two northern plots appear wooded, the western-most being labelled "The Square", perhaps representing common land. New End is labelled as such on the map, suggesting it had acquired its modern name by 1762.

### **19<sup>th</sup> Century**

- 2.8.8. The village continued to expand throughout the 19<sup>th</sup> century, its population being 4,300 in 1801. It remained affluent.
- 2.8.9. This growth is demonstrated by the high density of 19<sup>th</sup> century buildings in the vicinity of the study site. Christ Church was also constructed at this time, along with a school complex on Christchurch Hill. The church currently occupies land to the immediate north of the study area. Land at Holly Walk, 400m to the southwest of the proposed development was consecrated as a cemetery in 1812 and was still being used occasionally in 1896.
- 2.8.10. In 1810, the Hampstead Board of Guardians bought a house in New End, directly to the south of the site, converting it into a workhouse.
- 2.8.11. According to a map, compiled by J & W Newton, the small rectangular building, depicted within the grounds of the study area in 1762, had been demolished by 1814. A small, sub-rectangular building is depicted in the south-central portion of the site, fronting New End. It was probably constructed sometime between 1762, when Lord Chesterfield's map was compiled, and 1814, when the Newton map was created. The Newton map is of insufficient detail and scale to determine any land boundary

changes with certainty, although the study area appears to have been amalgamated into one large plot. Whilst Hampstead Square and Elm Row appear to have been partially developed by 1814, neither are named on the map.

- 2.8.12. Several further changes to the study area occurred throughout the 19<sup>th</sup> century. By the time Daw's map of Hampstead had been created in 1864, the land that formerly made up the four plots shown on the 1762 map appears to have been consolidated into one, forming a possible garden area to the immediate south of the newly constructed Christ Church. The rectangular building shown in the south-central portion of the study site on the 1814 map appears to have been demolished and replaced with a roughly square structure in the southeast corner. Christchurch does not appear to have been associated with a graveyard. No reference to such a feature was found on the GLHER or any of the maps consulted.
- 2.8.13. The Ordnance Survey map of 1866 shows the site in more detail. It probably consisted of ornamental gardens, forming four possibly walled areas that mirror the layout of the plots shown on the 1762 map. This suggests the boundaries may have persisted in some form until 1866 or later. Trees or shrubs are shown, lining the edge of the two southern gardens (the eastern boundary of the southwestern garden, the eastern and western boundaries of the southeastern garden and the northern boundaries of both). The sub-rectangular building, shown in the southeast corner of the 1864 map, appears to have been demolished, whilst an "L"-shaped building was constructed in the southwest corner (which appears to have its own small plot of land fronting New End, apparently subdivided into two rectangular sections, orientated north-south). The passage-way that forms the eastern boundary of the study site is also named for the first time in 1866, when it appears to have been known as "West View Lane". Hampstead Square and Elm Row are also labelled as such, and depicted in their current positions.
- 2.8.14. A Baptist chapel was constructed between 1864 and 1866, on the eastern side of West View Lane, directly opposite the southeast portion of the study site. It does not seem to have been accompanied by a graveyard, as an associated cemetery is not noted on any of the cartographic sources or the GLHER. This suggests no post-medieval human remains are likely to be contained within the confines of the study site.
- 2.8.15. Very little change appears to have taken place between 1866 and 1893 to 1894, when the Ordnance Survey map was updated. A small rectangular building appears to have been created in the northwest corner of the study site, and a set of possible steps appear in the south-central portion, possibly forming an entrance from New End. The four gardens may have been amalgamated into two. They are divided by a possible wall running east-west, slightly north of the study area's centre, in an identical location to the earlier east-west demarcation.

## **20<sup>th</sup> CENTURY**

- 2.8.16. Ordnance Survey maps compiled in 1893 to 1894 and 1914 suggest no change occurred within the confines of the study site between these dates.
- 2.8.17. By the time the Ordnance Survey map of 1936 had been created, the small rectangular building first depicted on the map of 1893 to 1894, had been demolished, along with the southern section of the "L"-shaped building, situated in the southwest corner of the site. The area once occupied by the latter structure appears to have been converted into an "L"-shaped plot of open land, enclosing the northern and eastern sides of a roughly square plot that fronts New End. The probable garden wall, which appeared to separate the study area into two plots (also first depicted on the 1893 to 1894 map), had also been modified by this time. The western half was demolished, whilst an "L"-shaped section seems to have been created, part of which ran parallel with the study area's western boundary. Additionally, a second demarcation appears, to the north of the earlier partition. It also runs east-west, parallel with the earlier boundary, separating the northern quarter of the study area from the rest of the site.
- 2.8.18. By the time the Ordnance Survey map of 1953 had been compiled, a nurses' home, forming part of New End Hospital, had been constructed in the south-central portion of the study area. The small building that occupied the southwest corner had been demolished, whilst the "L"-shaped and rectangular plots of open ground were amalgamated with the rest of the study area. Four sets of probable stairs had also been constructed within the grounds of the nurses' home. The entrance way and associated steps leading into the site from New End (first depicted on the Ordnance Survey map of 1893 to 1894) appear to have been replaced with new steps, located near the southwest corner of

the site, in the probable location of the "L"-shaped plot of land first shown on the 1936 map. The northern quarter of the study area appears to be walled, with an apparent entrance leading in from the south, suggesting it formed part of the grounds of the nurses' home. Cartographic sources suggest no further changes occurred between 1953 and the present day.

## 2.9. Methodology

- 2.9.1. Due to the presence of three flights of stairs on the site, and only one small gate, it is not possible to get a mini digger excavator onto the site. It was therefore agreed with the archaeological adviser to the London Borough of Camden, Laura O'Gorman, that hand dug trenches would suffice. Four test pits are proposed within the footprint of the new building but outside the footprint of the old building (Figure 1). The trenches will measure 2m x 2m x up to 1m deep. The test pit locations on the west of the building will require strimming to remove the brambles before the trenches can be carried out.
- 2.9.2. Test pits may need to be extended/deepened if further clarification on the nature and significance of the archaeological remains is required
- 2.9.3. The trenches will be excavated by hand by archaeologists to either the top of the first significant archaeological horizon or natural ground.
- 2.9.4. Trenches will be fenced with metal crowd barrier fencing whilst they are open. If the trenches prove to be empty, they will be backfilled upon completion for safety.
- 2.9.5. There is no room to bring welfare onto the site. If welfare cannot be provided in the current building, a welfare van will be parked on the street using business permits.
- 2.9.6. All trenches will be backfilled, but not reinstated.
- 2.9.7. All works will be undertaken in accordance with the following documents:
  - This Written Scheme of Investigation (pending approval from the Archaeology Advisor to the Local Planning Authority)
  - GLAAS Archaeological Guidance Papers: 3: *Standards and Practices in Archaeological Fieldwork In London* (GLAAS 2014)
  - *MoRPHE* (English Heritage, 2006).
- 2.9.8. Pre-Construct Archaeology Limited is a Registered Archaeological Organisation (number 23) with the Institute of Field Archaeologists and will operate within the Institute's 'Code of Practice'.
- 2.9.9. PCA has the following accreditations:
  - ISO9001 registration
  - Construction Line registration
  - Achilles registration
  - CHAS registration

## 3 RESEARCH DESIGN

- 3.1. The evaluation will aim to address the following primary objectives:
  - To determine the natural topography of the site.
  - To establish the presence or absence of prehistoric and Roman activity
  - To establish the presence or absence of Saxon activity.
  - To establish the presence or absence of medieval and post-medieval activity at the site.
  - To establish the nature, date and survival of activity relating to any archaeological periods at the site.
  - To establish the extent of all past post-depositional impacts on the archaeological resource, specifically the effects of the terracing on the natural ground level.



## 4 SITE METHODOLOGY

### 4.1. General

- 4.1.1. The trenches will be set out using a GPS or TST prior to excavation. It is presumed that all services will have been switched off by this point.
- 4.1.2. Trench locations will be CAT scanned by a qualified Pre-Construct Archaeology Ltd operative prior to excavation. If services are identified, the trench will be relocated.
- 4.1.3. Following hand excavation, relevant faces of the trench that require examination or recording will be cleaned using appropriate hand tools. The majority of the investigation of archaeological levels will be by hand, with cleaning, examination and recording both in plan and in section.
- 4.1.4. Archaeological evaluation may require work by 'pick and shovel' or occasionally by further use of the machine. Such techniques will be used only for the removal of homogeneous and 'low grade' layers where it can reasonably be argued that more detailed attention would not produce information of value. They will not be employed on complex stratigraphy, and the deposits to be removed must have been properly recorded first.
- 4.1.5. All archaeological features (stratigraphical layers, cuts, fills, structures) will be evaluated by hand tools and recorded in plan at 1:20 or in section at 1:10 using standard single context recording methods. Photographs will also be taken as appropriate.
- 4.1.6. The strategy for sampling archaeological and environmental deposits and structures will be developed by PCA as necessary, in consultation with our specialist sub-consultants QUEST. If appropriate, the Archaeology Advisor to the Local Planning Authority and the Historic England Regional Archaeological Science Advisor will be consulted.
- 4.1.7. The removal of human remains can only take place following the issuing of appropriate licenses from the Ministry of Justice. Should the removal of human remains not pose a risk to the completion of the evaluation, and should further archaeological mitigation be necessary at the site, then any remains will be left in situ, with the agreement of the Archaeology Advisor to the Local Planning Authority.
- 4.1.8. All gold and silver will be removed to a safe place and reported to the local coroner according to the procedures relating to the Treasure Act 1996. Where removal cannot be effected on the same working day as the discovery suitable security measures will be taken to protect the finds from theft.

### 4.2. Access and Safety

- 4.2.1. Reasonable access to the site will be granted to the Archaeology Advisor to the Local Planning Authority and other representatives of the Council who wish to be satisfied, through site inspections, that the archaeological works are being conducted to proper professional standards and in accordance with the agreements made. Full access is also provided for the Client and its agents.
- 4.2.2. All relevant health and safety legislation, CDM, COSHH regulations and codes of practice will be respected. This requirement constitutes one of the non-archaeological requirements on the excavation design. Pre-Construct Archaeology Ltd's H&S Policy Statement and Site Rules will be followed at all times. A site specific Risk Assessment has been prepared (Appendix 1); this will be reviewed and updated daily by the site supervisor.
- 4.2.3. Upon completion of each of the archaeological trenches and approval from the Archaeology Advisor to the Local Planning Authority, they will be backfilled to leave a mounded area, if required by the client. Any excess arisings will be left on site. **No special compaction measures will be undertaken. No reinstatement of trenches will be undertaken.**
- 4.2.4. Provision will be made for welfare facilities. These will be either supplied within the current building and include office space, heating and water and a toilet facility, or they will be provided by PCA in the form of a welfare van parked outside the site.
- 4.2.5. All machine movements onto and within the site will be monitored by a banksman.

- 4.2.6. PCA has not been informed that there are any areas of ecological importance or public rights on the site.
- 4.2.7. The PPE supplied will comprise hard hat, HiVi vest, steel toe-capped boots and gloves.
- 4.2.8. If asbestos material (suspected or confirmed) is encountered during the excavations its location will be marked, photographed and left in situ. The client will be informed as soon as possible. PCA will not remove any asbestos from site.
- 4.2.9. If groundwater is present within the evaluation trenches, and requires removal to allow work to proceed safely, it will be pumped from the trenches by means of a puddle pump (or similar) and generator, and allowed to drain naturally across the site into an area requiring no access.
- 4.2.10. PCA will notify the Archaeology Advisor to the Local Planning Authority of the commencement of fieldwork five days in advance.
- 4.2.11. All Pre-Construct Archaeology Ltd's staff are CSCS card holders.

## **5 RECORDING SYSTEMS**

### **5.1. Site Code**

- 5.1.1. A unique-number site code will be obtained from the Museum of London prior to the work commencing, and notified to the Archaeology Advisor to the Local Planning Authority.

### **5.2. Site Records**

- 5.2.1. The recording systems adopted during the investigations will be fully compatible with those most widely used elsewhere in the London Borough of Camden, which is those developed out of the Department of Urban Archaeology Site Manual, and presented in Pre-Construct Archaeology Ltd's Operations Manual 1 (Taylor 2009). No alternative recording system will be adopted without prior agreement with the Archaeology Advisor to the Local Planning Authority.
- 5.2.2. The site archive will be so organised as to be compatible with the other archaeological archives produced in the Local Authority area. Individual descriptions of all archaeological strata and features excavated and exposed will be entered onto prepared *pro-forma* recording sheets which include the same fields of entry as are found on the recording sheets of the Museum of London. Sample recording sheets, sample registers, finds recording sheets, accession catalogues, and the photography record cards will follow the Museum of London equivalents. This requirement for archival compatibility extends to the use of computerised databases.
- 5.2.3. A 'site location plan' indicating the site north and based on the current Ordnance Survey 1:1250 map (reproduced with the permission of the Controller of HMSO) will be prepared. This will be supplemented by a trench plan at 1:200 (or 1:100), which will show the location of the areas investigated in relation to the investigation area and National Grid Reference. All sections should be located on plan with OS co-ordinates. The location of the OS bench marks used and the site TBM will also be indicated.
- 5.2.4. A record of the full extent in plan of all archaeological deposits as revealed in the investigation will be made; these plans will be on polyester based drawing film, will be related to the site grid and at a scale of 1:10 or 1:20. 'Single context planning' will be used on site, and the information will be digitised for eventual CAD application.
- 5.2.5. At least one long section will be drawn or a representative part including a profile of the top of the natural deposits (extrapolated from cut features etc., if the trench has not been fully excavated). Other sections, including the half-sections of individual layers or features may be drawn as appropriate to 1:10 or 1:20.
- 5.2.6. The OD height of all principal strata and features will be calculated and indicated on the appropriate plans and sections.

### 5.3. Stratigraphic Matrix

5.3.1. A 'Harris Matrix' stratification diagram will be used to record stratigraphic relationships. This record will be compiled and fully checked during the course of the excavations. Spot dating should be incorporated where applicable during the course of the excavation.

### 5.4. Photographic Record

5.4.1. A full digital photographic record of the investigations will be prepared.

## 6 TREATMENT OF FINDS AND SAMPLES

### 6.1. General

6.1.1. All processing will take place at PCA's Brockley premises, or, if appropriate, those of our environmental consultants.

### 6.2. Environmental

6.2.1. Different sampling strategies may be employed according to the perceived importance of the deposit or feature under investigation. Close attention will be given to sampling for date, structure and environment. Sample size should take into account the frequency with which material is likely to occur. Bulk sieving should be employed both for recovery of environmental evidence to ensure that complete samples of artefactual evidence are collected for significant deposits.

6.2.2. The strategy for sampling archaeological and environmental deposits and structures (which can include soils, timbers, pollen, diatoms, animal bone and human burials) will be developed in consultation with the Archaeology Advisor to the Local Planning Authority and, if necessary, the Historic England Regional Archaeological Science Advisor. Subsequent on site work and analysis of the processed samples and remains will be undertaken by our own consultants and specialist sub-contractors.

6.2.3. A high priority will be given to sampling river and other anaerobic deposits, such as peat, where organic materials may be preserved. Organic samples will be subject to appropriate specialist analysis.

6.2.4. All finds retrieval policies of the Museum of London will be adopted and all identified finds and artefacts will be retained according to the stated selection retention and retrieval policy appropriate to the material type and date. No finds will be discarded without the prior approval of the Archaeology Advisor to the Local Planning Authority.

6.2.5. All finds will be treated in a proper manner and to standards agreed in advance with the recipient museum. They will be exposed, lifted, cleaned, conserved, marked, bagged and boxed in accordance with the guidelines set out in the United Kingdom Institute for Conservation's '*Conservation Guidelines No.2*' and the Museum of London's '*Standards for the Preparation of Finds to be Permanently Retained by the Museum of London*'. All metal objects will be x-rayed and then selected for conservation (except in those cases where the Archaeology Advisor to the Local Planning Authority agrees that this will not be necessary).

6.2.6. Ceramic (pottery, clay tobacco, building material fabric and brick form) reference collections, housed at the Museum of London should be referred to for descriptive and analytical purposes in order to ensure that terminology is consistent.

6.2.7. Before commencing the excavation the archaeological organisation responsible for the works will confirm in writing to the Archaeology Advisor to the Local Planning Authority that arrangements are in hand to cover all necessary processing, conservation, and specialist analysis and storage of finds and samples.

## 7 ARCHIVES AND REPORTS

### 7.1. General

- 7.1.1. The integrity of the site archive will be maintained. The finds and records will be available for public consultation. Appropriate guidance is set out in the Museum and Galleries Commission's *Standards in the Museum Care of Archaeological Collections* (1992) and *Towards an Accessible Archaeological Archive. The Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland Scotland and Wales* (SMA 1995). For deposition with the London Archaeological Archive and Research Centre (LAARC), the *Guidelines for the Preparation of Archaeological Archives* will be followed.
- 7.1.2. The client agrees, by approval of this document, to donate all finds and archives to the London Archaeological Archive and Research Centre (LAARC). If finds are not to be transferred to LAARC, 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.
- 7.1.3. The evaluation comprises the first stage of archaeological fieldwork. It is anticipated that further stages of archaeological mitigation will be required following the results of the evaluation. This may be in the form of full excavation of features revealed in the evaluation, the excavation of the areas between the evaluation trenches or a range of other possible strategies that may be required.
- 7.1.4. Upon completion of the fieldwork project including any further mitigation required, when the Archaeology Advisor to the LPA confirms that no further work is required and when all post-excavation reports have been approved by all relevant parties, PCA will obtain from the Museum of London a draft Deed of Transfer allowing the custody of the site archive to be transferred to LAARC. The draft will be issued to the client for approval and then for signing. With this in place, the archive will then be transferred to LAARC by PCA.
- 7.1.5. The minimum acceptable standard for the site archive is defined in the *Management of Archaeological Recording Projects in the Historic Environment 2006*. 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 LAARC. It will also contain a site matrix, a site summary and brief written observations on the artefactual and environmental data.
- 7.1.6. United Kingdom Institute for Conservation guidelines for the preparation of excavation archives for long term storage (1990) will be followed.
- 7.1.7. A short summary of the results of the work, even if negative, will be bound into the client report for submission to the LPA and the Greater London HER along with the GLHER report form as soon as possible after the completion of archaeological works.
- 7.1.8. Minimum requirements for public dissemination is for OASIS report forms to be submitted to the OASIS Project as soon as possible of within 6 months of completion of fieldwork, and the provision of a short paragraph summary of the results for publication in the *London Archaeologist: Excavation Round-Up*. Such publications will meet the minimum requirements set out in *Appendix 7, Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2006). There is a need to format reports so that the details of the proposed development impact can be separated from the information and enable all archaeological information to be made available to the GLHER within 6 months of the completion of fieldwork. A copy of the client report will be sent to the Local Studies Library.
- 7.1.9. Where the mentioned 'phase 2' review indicates the need for further assessment and analysis the recommendations set out in the *Management of Archaeological Recording Projects in the Historic Environment* (MoRPHE 2006) will be followed.

## 7.2. Report

7.2.1. Notwithstanding details included above all fieldwork and results will be fully recorded and an Evaluation Report prepared. Copies of the report will be forwarded to the commissioning Client and the Archaeology Advisor to the Local Planning Authority.

7.2.2. The evaluation report will include the following items:

- Non-technical summary;
- Introduction;
- Planning Background;
- Previous archaeological work relevant to the evaluation;
- Topography of the site;
- Research objectives;
- Methodology;
- The results of the evaluation and their significance;
- An assessment of the results against original expectations and a review of the effectiveness of the evaluation strategy;
- Statement of potential of the archaeology;
- Conclusions (and recommendations following consultation with the Council);
- Bibliography;
- Acknowledgements;
- OASIS form.

7.2.3. The project resource agreed between PCA and the client allows for the production of an evaluation report, to include CAD illustrations and artefact assessment as necessary. It is intended that PCA will provide our client a draft copy of the evaluation report for comment within four weeks of the completion of the evaluation, to then be provided to the Archaeology Advisor to the Local Planning Authority.

## **8 SIZE AND STRUCTURE OF EXCAVATION TEAM**

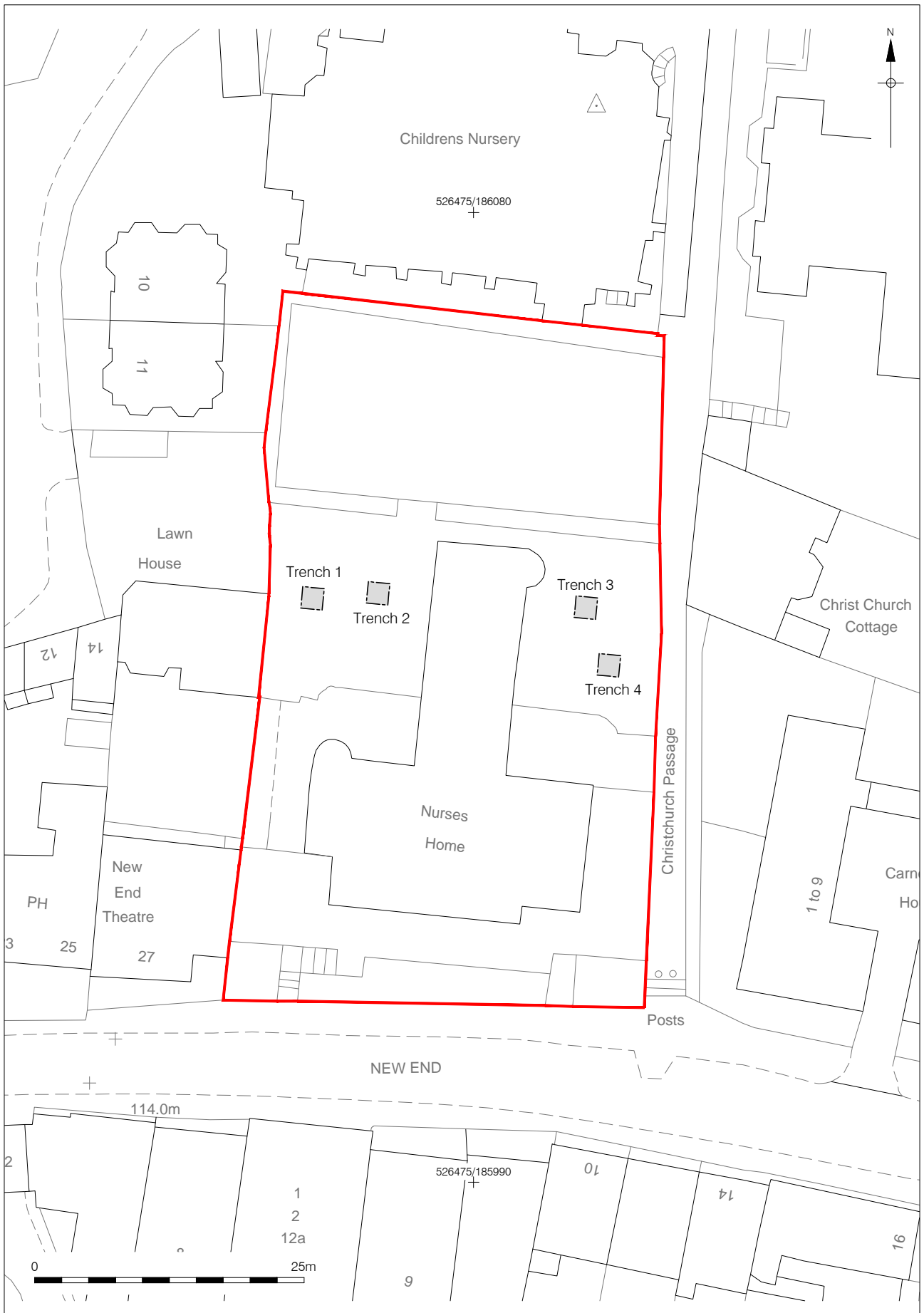
- 8.1. The day to day direction of the fieldwork will be undertaken by a member of staff who has considerable experience of working in the urban environment and with an understanding of the landscape issues associated with this site.
- 8.2. The excavation team will be selected from current staff and will total the supervisor and one archaeologist.
- 8.3. A standard working day is 08.00 - 16.30. A morning and afternoon tea break and 45-minute lunch break are included within this period. Any workings outside of these times are considered to be overtime. Overtime rates are 150% Monday-Friday & all day Saturday, 200% Sunday and Bank Holidays.

## **9 PROGRAMMING**

- 9.1. It is intended that the evaluation will commence in November 2015, pending approval of this document by Laura O’Gorman, Archaeology Advisor to the London Borough of Camden.

## **10 BIBLIOGRAPHY**

Lythe R and Pullen A, 2011 *Archaeological Desk-Based Assessment of land at 29 New End, Hampstead, London Borough of Camden, NW3* unpublished client report



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 19/10/15 MR

Figure 1  
 Proposed Trench Locations  
 1:500 at A4

## APPENDIX 1: HEALTH AND SAFETY RISK ASSESSMENT

Site: 29 New End, Hampstead, NW3

Pre-Construct Archaeology Ltd

FIELDWORK: **EVALUATION**

Prepared By: Helen Hawkins, Project Manager, 13.10.2015

This risk assessment is designed to identify and devise control measures for all hazards and the risks these pose to employees, sub-contractors, and any other persons working on or visiting excavations. It is the duty of all employees to notify the management of any deficiencies in this risk assessment, so that it can be revised accordingly. Any queries should in the first instance be notified to the site supervisor who will endeavour to resolve any immediate concerns. Please refer to the PCA Health and Safety Policy Statement (2015) for guidance on general policy. There will be a Principal Contractor (PC) on the site, appointed by the client. PCA will follow the PC's health and safety policies at all times.

Nearest A & E hospital:

Royal Free Hospital **Tel:** 020 7794 0500 **Fax:** 020 7830 2468 **Address:** Pond Street, London, NW3 2QG

Risk Assessment to be reviewed weekly or as circumstances change

Copy to Project File (tick)

Assessment Undertaken

Date: 13.10.2015

Signed:



Assessment Review (set a date)

Date: project start date tbc

Signed:



**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Electricity substations	Risk of death or injury by electrocution	H	Plant operator, PCA staff, other site personnel, general public	Personnel and plant must maintain a safe distance from electricity substations at all times, using signage, physical barriers and safety chains as appropriate. PCA staff to monitor all plant movement around electricity substations.	L
Underground services (gas, water, electricity and communications)	Risk of death or injury by electrocution or explosion.  Disruption of power or communication lines	H	Plant operator, PCA staff, other site personnel, general public	PCA will CAT scan all trench locations prior and during excavation. All trenches have been located away from known services.	L
				Reliance should not be placed on the locating equipment alone and all services should be assumed by PCA to be live, unless proved safe by the relevant utility company, and due care taken if working in their vicinity.	
				Where exposure of cables and pipes is unavoidable services will then be protected and supported as necessary to prevent damage or collapse. Services are not to be used for access across excavation areas.	

**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Deep Excavation	<p>Risk of serious injury or death from partial or total collapse of trench sides.</p> <p>Risk of serious injury or death from falls into deep excavations.</p> <p>Risk of injury or death from materials falling into trench from above.</p> <p>Risk of plant running into excavations.</p> <p>Risk of buildings or structures collapsing due to excavations.</p>	H	PCA staff, other site personnel, general public	<p>All excavation areas will be cordoned off. 'Danger Deep Excavation' signs to be erected at site entrances and around areas of deep excavation as necessary and in accordance with the PCA Health and Safety Policy (2015). Fencing and signage arrangements to be reviewed by PCA Site Supervisor on a daily basis.</p> <p>The stability of any baulks and batters will be inspected daily by the PC and PCA Site Supervisor and appropriate additional mitigation measures organised as necessary.</p> <p>Additional fencing, rigid barriers and/or toeboards may be necessary around areas of deep excavation and will be reviewed on a daily basis.</p>	L
				High visibility vests or jackets, hard hats and steel toe-capped safety boots will be worn at all times on site.	

**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				Ensure visitors and members of the public are not put at risk by open trenches. Review daily and consider whether fencing arrangements are adequate.	
Groundwater/Perched water	Risk of drowning.  Risk of sudden collapse of trench sides.  Risk of contamination	M	PCA staff, other site personnel, general public	Monitor any water ingress and use portable pumps as necessary to control groundwater.	L
Noise  Dust  Exhaust fumes	Risk of permanent hearing damage.  Risk of breathing difficulties or permanent damage  Risk of illness or death from carbon monoxide poisoning	H	PCA staff, other site personnel, general public	Manufacturer's data sheet on noise levels to be obtained for all noise generating plant or hire equipment and added to the site Health and Safety file.  Site generators away from area of working to limit noise, wherever possible, and use ear defenders.  Assess noise levels and duration of exposure.  Use face masks with appropriate filters.	L
Fire	Risk of death or injury	M	PCA staff, other site personnel, general public	Staff to be made aware of the fire safety plans and evacuation procedures/assembly points during site induction.  Fire extinguishers will be provided on site and all staff will	L

**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				be made aware of their location.	
<p>Contagion and infection, including Weil's disease (Leptospirosis) from materials and standing water infected by rat's urine</p> <p>Needle stick injuries and other blood borne risks</p>	<p>Risk of serious illness, disability or death.</p>	M	PCA staff, other site personnel, general public	<p>Use available welfare facilities to regularly wash hands, particularly prior to eating. All staff will wear protective gloves on site.</p> <p>Waterproof dressings, all wounds covered. Issue of Weils card.</p> <p>If needles are noted, the archaeological supervisor will clear the area of personnel and inform the project manager. The project manager will notify the estate management team who will provide removal of the items.</p>	L
Ground contaminants	<p>Risk of irritation or illness from ingestion, inhalation or skin contact with contaminants.</p> <p>Risk of inflammable materials.</p>	H	PCA staff, other site personnel, general public	<p>If required, full PPE for work on the site will be required comprising (as a minimum):</p> <p>Face-masks</p> <p>Disposable or waterproof suits</p> <p>Gloves</p> <p>Goggles</p> <p>Standard PPE in addition to the above will be needed (hardhats; Hi Vi vests etc.)</p>	L

**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				All staff will require proper induction in site working practices and use of PPE prior to starting work. Any non-compliance on the part of staff will result in their removal from site.	
Use of hired plant (lighting, breakers, floor saws, pumps, etc)	Risk of injury	H	PCA staff, other site personnel, general public	Check plant delivered to site for the task is in good order and fitted with any necessary safety devices and guards. Inspect tools for faults regularly. Use only the appropriate tools for the job.  Use of all hired equipment will be managed.	L
				Ensure staff are trained and, if appropriate, certified in use of equipment and are wearing appropriate PPE. Relevant certification of operatives to be photocopied and a copy added to site Health and Safety file.	
Use of hand tools  Vibration risks from some types of equipment	Risk of injury	M	PCA staff, other site personnel, general public	Check hand tools for damage, splinters, etc, and organise their repair or replacement as appropriate.	L
				Route all electrical leads or pipes to avoid tripping hazards by being kept up off ground or cordoned off	
Trip/fall hazards	Risk of injury	H	PCA staff, other site personnel, general public	Ensure spoil is mounded a safe distance (>2m) from trench edges.	L

**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				<p>Ensure tools and other site materials are placed/stored safely when not in use. Site to be kept in a tidy condition.</p> <p>Leads kept out of walkways, walkways kept clear of materials etc</p>	
				<p>Any additional health and safety issues noted by PCA staff on site should be reported immediately to the PCA Site Supervisor or deputy as soon as can be done safely</p>	
Manual handling	Risk of injury	M	PCA staff, other site personnel, general public	Wherever possible use mechanical means to lift and transport heavy and bulky items. Where use of mechanical means is impracticable, ensure sufficient persons are available to lift the relevant load taking into account the size, shape and weight of that load.	L
Unexploded bombs or ammunition	Risk of death or serious injury from explosion	M	PCA staff, other site personnel, general public	<p>PCA staff to be vigilant during all machining and hand excavation. Any suspect objects must not be disturbed but should be reported to the Site Supervisor or deputy immediately.</p> <p>If obvious munitions are encountered, or if an object is suspected to be an explosive device, the area should be marked and cordoned off, the site evacuated and the PCA Project Manager and emergency services notified immediately.</p>	L

**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
Debris on site – may include sharps, needles, wire, fouled areas, etc	Risk of injury or infection	M	PCA staff, other site personnel, general public	Clean areas prior to working, preferably by machine. Take specialist advice to provide safe disposal.	L
Extremes of temperature	Risk of illness or death from exposure/hypothermia	M	PCA staff, other site personnel, general public	PCA staff to wear warm and waterproof clothing as appropriate. Designated rest breaks to be taken during the course of each day. Heated cabins to be provided.	L
	Risk of illness or death from heat exhaustion or heat stroke	M	PCA staff, other site personnel, general public	PCA staff to carry a sufficient supply of fresh drinking water. Designated rest breaks to be taken during the course of each day.	L
	Risk of sunburn	M	PCA staff, other site personnel, general public	PCA staff advised to wear appropriate clothing ie 'cover-up'.  PCA to provide sunscreen on site for staff use.	L
Use of mobile telephones on site	Risk of injury due to distraction caused by mobile phone use	M	PCA staff	PCA staff to only use mobile phone for either emergency or office use whilst on-site in working hours.  If necessary to use a mobile telephone the user will first ensure that their surroundings are safe. The mobile phone will not be used if the user is located within vehicular	L

**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

Hazard	Nature of Risk	Level of Risk High =H Medium=M Low =L	People at Risk	Controls/Action	Remaining Risk High =H Medium=M Low =L
				routes or if the surroundings pose a risk.	

**ADDITIONAL ENTRIES TO BE CONSIDERED AT THE INITIAL ON-SITE ASSESSMENT:**






**PRE-CONSTRUCT ARCHAEOLOGY LTD HEALTH & SAFETY RISK ASSESSMENT**

29 New End, Hampstead Archaeological Evaluation

ADDITIONAL ENTRIES TO BE CONSIDERED AT THE INITIAL ON-SITE ASSESSMENT:					

*Continue on separate sheet if necessary*

**Additional site specific rules and policies:**

All site staff will wear the minimum PPE as follows: Hard-Hat, Steel Toe-Capped Boots (lace-up type, not Rigger-type), Hi-Vis Vest

The designated muster point for emergencies is:

I have read this document as part of my site safety induction and I agree to observe the necessary controls to reduce risks

Signed:

***Continue on separate sheet if necessary.***