

**CASTLEWOOD W1A
63–69, 77–91 New Oxford Street
London W1A**

WRITTEN SCHEME OF INVESTIGATION FOR AN ARCHAEOLOGICAL EVALUATION

Date 13/02/2019

Project Manager: Serena Ranieri



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Written scheme of investigation for an archaeological evaluation

Planning reference 2017/0618/P
Condition number 38

Sign-off history:

Issue No.	Date:	Prepared by:	H&S signed off by:	Approved by:	Reason for Issue:
1	11.02.2019	S. Ranieri Assistant Project Manager	HSCM in a separate document	David Divers Senior Project Manager	First issue
2	13.02.2019	-	-	S. Ranieri Assistant Project Manager	Following Client's comments

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1 Introduction

1.1 Project background

- 1.1.1 This Written Scheme of Investigation (or WSI) for an archaeological evaluation on the site of 63-69, 77-91 New Oxford Street W1A has been commissioned from MOLA by CBRE Building Consultancy on behalf of the client Royal London Mutual Insurance Society.
- 1.1.2 The site lies in the Borough of Camden and comprises two separate buildings, Castlewood House, 77–91 New Oxford Street, built in the 1950s, and the smaller Medius House, 63–69 New Oxford Street, built between c 1920 and 1940, c 15m to the east. The site is bounded by New Oxford Street to the north, Earnshaw Street to the west, Bucknall Street to the south and Dyott Street to the east (Fig 1).
- 1.1.3 The centre of the site lies at National Grid reference 529981 181385. The existing Castlewood House has an upper basement level ('lower ground floor) with a courtyard/parking space area at 22.3mOD. Below this, at c18.8m OD, lies a smaller lower basement ("sub-basement") which occupies the central 0.30% of the site. Medius House has also a single basement with a similar formation level to Castlewood House's upper basement, 22.3mOD. Modern pavement level near the site gently slopes from 25.5mOD along Oxford Street to 24.5mOD to the south-eastern end of Bucknall Street. Truncated natural brickearth was recorded as high as 22.6mOD during archaeological investigation at Denmark Street c 100 south-east of the site. Below this, untruncated gravel survived at c 22.3mOD (MOLA 2017).
- 1.1.4 The proposed development will include the demolition of Castlewood House and erection of a 11 office building with retail and restaurant uses at ground floor level; enlargement of existing double basement level on piled foundations and formation of roof terraces and rooftop plant along with associated highways, landscaping, and public realm improvement works. Medius House will be partially demolished with retention of the existing façade and single basement retaining wall, and erection of a two storey roof extension including private roof terraces, in connection with the change of use of the building from office and retail to provide 18 affordable housing units at upper floor levels with retained retail use at ground floor level.
- 1.1.5 The development received planning permission from the Borough of Camden (planning ref. 2017/0618/P) on the 21.12.2017 and included Condition No 38. The condition states:
- No development other than demolition to existing ground floor level, shall take place until a stage 1 written scheme of investigation (WSI) has been submitted to and approved in writing by the local planning authority. For land that is included within the WSI, no demolition or development shall take place other than in accordance with the agreed WSI, and the programme and methodology of site evaluation and the nomination of a competent person(s) or organisation to undertake the agreed works. If heritage assets of archaeological interest are identified by stage 1 then for those parts of the site which have archaeological interest a stage 2 WSI shall be submitted to and approved in writing by the local planning authority. For land that is included within the stage 2 WSI, no demolition/development shall take place other than in accordance with the agreed stage 2 WSI which shall include:*
- a) The statement of significance and research objectives, the programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works a) The programme for post-investigation assessment and subsequent analysis, publication & dissemination and deposition of resulting material. This part of the condition shall not be discharged until these elements have been fulfilled in accordance with the*

programme set out in the stage 2 WSI.

Reason: To ensure the protection of remains of archaeological importance in accordance with policy D2 of the London Borough of Camden Local Development Plan 2017.

- 1.1.6 The potential archaeological interest on the site includes:
- **Remains of features of the late 17th century onwards.** The site lay within the historic parish of St Giles-in-the-Fields. Archaeological investigations to the west and south-west of the site within the historic core of the parish, have identified extensive archaeological remains associated with the increasing suburban development of the area occurred between the mid-17th century up to the early 19th century.
 - **Possible evidence of London's mid-17th century Civil War defences.** The site is 20m to the south-east of the conjectured location of one of the Civil War forts. The exact position of these short-lived defences is uncertain, however, there is a low-moderate potential that the defence ditch could cross the site in proximity of the north-eastern area of Castlewood House.
- 1.1.7 However, the extensive 20th century upper basements of both buildings are likely to have removed the majority of the archaeological deposits except for deep cut features and structural footings/foundations. No archaeology is expected to survive below Castlewood House lower basement level.
- 1.1.8 The purpose of archaeological evaluation as defined by the Chartered Institute for Archaeologists is to 'determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices' (CIFA, 2014). The results of the evaluation will inform the construction design and allow the Project Team and Local Planning Authority to identify an appropriate mitigation strategy for any archaeological remains that would be affected by the development. Should any archaeological mitigation be necessary an additional written scheme of investigation will be prepared and submitted for approval, specifying the archaeological works and covering fieldwork, post-excavation analysis, publication and archiving
- 1.1.9 The evaluation works will take place prior to the demolition of the existing buildings and will consist of twelve trenches of various sizes, seven within Castlewood House upper basement/courtyard area and five within Medius house single basement. These trenches are outlined further in Section 3, Table 1 and Table 2 (Fig 2 and Fig 3).
- 1.1.10 A watching brief will also be carried out on geotechnical investigations where these have potential to supplement the results of the archaeological evaluation. It is possible that any such watching brief will provide a wider coverage of the site and will better inform any mitigation strategy that may follow (Stage 2). However this will be agreed with Historic England.
- 1.1.11 MOLA will be working with an Attendance Contractor, who will undertake the setting out and breaking out of the trench locations in agreement with MOLA staff as well as the backfilling and re-instatement of the trench area (if required).
- 1.1.12 The results of the evaluation will be set out in a report to be issued within 6 weeks of completing the fieldwork. Depending on the results of the evaluation, it may be possible that an archaeological excavation and a post-excavation report will be required, in which case that report will be issued within 12 months of the completion of excavation fieldwork. The site archive will be deposited with within 12 months of completing all archaeological work for the site.
- 1.1.13 This document sets out the methodologies (including Health & Safety) which will be followed during the excavation of the evaluation trenches, Si works reporting stages. These will follow the Standards and Code of Practice laid down by the Chartered

Institute for Archaeologists (CIFA 2014), and Historic England Centre for Archaeology Guidelines where appropriate.

1.1.14 Other relevant documents include:

- Historic Environment Assessment of 63-69, 77-91 New Oxford Street, London W1A, Borough of Camden (MOLA 2017).

1.2 Planning and legislative framework

1.2.1 The Planning and legislative background to the site has been adequately summarised in Section 9 of the Historic Environment Assessment of 63-69, 77-91 New Oxford Street, London W1A, Borough of Camden (MOLA 2017).

1.3 Archaeological background

1.3.1 A detailed description of the geology, archaeology and history of the site was provided in the *previous Historic Environment Assessment of 63-69, 77-91 New Oxford Street, Borough of Camden London W1A*, (MOLA 2017). A brief resume is provided here:

1.3.2 The site's location on a dry Gravel terrace would make it favourable for early settlement and farming, as it would be relatively close to the resources of the adjacent River Thames. Although the broader landscape of the area has evidence of early settlement on the Gravels, there is little evidence of prehistoric activity in the vicinity of the site. This may be due to the limited past archaeological investigation across much of the study area and the probable removal of much of the prehistoric material by post-medieval development.

1.3.3 The arrival of the Romans in AD 43 brought about a distinct change in the settlement pattern in the London area. Within approximately a decade, a town (*Londinium*) that soon became a key port, trade and administrative centre was established on the north bank of the Thames where the City of London now stands 1.8km to the east of the site. A network of roads radiated in several directions from this major settlement and the Roman Road for Silchester run under or close to present day Oxford Street and to the north of New Oxford Street, c 40m north of the site (Fig 2; Margary 1967, 57). However, its exact position has not been established archaeologically and due to extensive redevelopment of the area during the post-medieval period much of the Roman activity in site and in its proximity is likely to have been removed.

1.3.4 Following the withdrawal of the Roman army from England in the early 5th century AD *Londinium* was apparently abandoned. Germanic-speaking ('Saxon') settlers arrived from mainland Europe, with occupation in the form of small villages and an economy initially based on agriculture rather than trade. By the end of the 6th century a number of Anglo-Saxon kingdoms had emerged, and as the ruling families adopted Christianity, endowments of land were made to the church and loyal followers.

1.3.5 The main Saxon settlement of *Lundenwic* was a busy trading port which developed and flourished for c 200 years (7th–9th centuries) and was focussed on the Thames foreshore south of the Strand and modern Covent Garden, 600m to the south-east of the site. Its full extent is not yet clear.

1.3.6 Throughout this period, the site was located some distance from the main settlement of *Lundenwic* and on the northern outskirts of the small outlying settlement of St Giles. It is therefore probable that it was open fields. No Saxon remains have been found within the study area.

1.3.7 There is no mention of St Giles-in-the-Fields in Domesday Book (1086). The land was probably vested in the Crown by the time of the Norman Conquest (1066). St

Giles's-in-the-Fields originally included the later parish of St George Bloomsbury to the north and east (it became a separate parish in 1731). The two districts were separated by a great ditch, called Blemund's Ditch.

- 1.3.8 The earliest reference that can be found to a Parish of St Giles is in 1222 during a dispute between the See of London and the Abbey of Westminster over boundaries (Bloomsbury Association website). Parton's conjectural map of 1818 (Fig 3), depicting 'St Giles's-in-the-Fields Parish Between the years 1200 and 1300' (from his *History of the Hospital and Parish of St. Giles-in-the-Fields*), although rather speculative and criticised (Gage 1984, 17), shows that the areas of Castlewood House and the small Cycle Hire Station would have been mainly within fields, fields, with the Castlewood House south-eastern parking area possibly on the site of the house of William Seman Russel. Medius House is on the site of the associated formal garden. However, his map should be used with caution due to its uncertain accuracy.
- 1.3.9 The village of St Giles is shown on Agas's map of c 1562 (Fig 4) as a small group of cottages on the north side of Broad St Giles (now High Holborn), with the church and hospital of St Giles within their walled enclosure on the south side. From the Agas map it appears that the area of the site was in open fields at this time.
- 1.3.10 During the English Civil War (1642–48), London was the headquarters of the Parliamentarians, and the Common Council (the City's governing body) undertook a comprehensive scheme for protecting the City and built-up areas of outlying parishes against the Royalist forces. This included the construction in 1642–3 of a 17km line of defences, largely comprising ditches and earthen banks.
- 1.3.11 William Vertue's map of c 1738, "A Plan of the City and Suburbs of London fortified by Order of Parliament in the Years 1642 & 1643" (Fig 5), shows the extent of London at the time of the Civil War with the general location of the 17th-century defences, including the forts, superimposed upon it.
- 1.3.12 Based on the information on Vertue's map as digitised by MOLA, there appears to have been a fort in the vicinity of the modern junction of New Oxford Street and Tottenham Court Road close to the site. However, the exact location of the forts, their size and shape, and the defences in general (these would not have followed precise straight lines), is uncertain as there is a lack of archaeological evidence although, in 2009, part of the defensive ditch was found during excavations Pre-Construct Archaeology at the British Museum, 350m to the north-east (PCA, 2011).
- 1.3.13 Faithorne and Newcourt's pictorial map of 1658 shows that the area of the site was mainly occupied by gardens and orchards, to the rear of buildings fronting the High Street, around 60m to the south of the site.
- 1.3.14 Morgan's map of 1682 shows that much more building had taken place in the vicinity of the site, and in the site itself. Strype's map of St Giles-in-the-Fields parish of c 1720 is less detailed than Morgan's map but shows a change in the layout of the buildings and their associated gardens within the site.
- 1.3.15 Horwood's map of 1799 shows the new streets and more detail of the terraced houses lining the streets mentioned above, with open yards to the rear, and new buildings along the southern line of Ivy Street in the northern part of the Medius House site. Some workshops and warehouses are shown to the south (as indicated by the shading) on the north side of the High Street.
- 1.3.16 From the 18th century St Giles saw its greatest intensity of occupation. The site lay in the middle of what was later known as the St Giles 'Rookery' (a term originally used for dilapidated old houses), due its poor housing conditions in the densely-packed streets. It was one of the most notorious and overcrowded slums in London and was affected by repeated outbreaks of cholera.
- 1.3.17 By the end of the 19th century the north-western part of the Castlewood area of the site, as Buckbridge Street has been replaced by New Oxford Street. The new street was constructed to clear the St Giles slum and create a direct connection between

- High Holborn and Oxford Street.
- 1.3.18 The Ordnance Survey 2nd edition 5ft:mile map of 1896 (shows that the north-eastern end of Carrier Street has been built over due to the extension of the building in the north-eastern part of the Castlewood House site. The courtyards in the south have also been built over, possibly demolishing earlier buildings or retaining and extending them. Church Lane to the south of the site has been renamed to Bucknall Street. The Ordnance Survey 3rd edition 5ft:mile map of 1916 (not reproduced) shows no changes to the site.
- 1.3.19 The London County Council Bomb Damage Map shows that during the Second World War all the buildings in the southern part of the Castlewood House area were completely destroyed (coloured black) and most of the remaining buildings within this area, apart from two buildings in the north-eastern corner, were damaged beyond repair (coloured purple) (LCC, 1939–45 / LTS, 2005, map sheet 61). The buildings that occupied the small area of the current cycle Hire Station were also completely destroyed. The buildings within the Medius House area of the site escaped the damage, although the building in the west experienced minor blast damage (coloured yellow).
- 1.3.20 The Ordnance Survey 5ft:mile map of 1951 shows the present buildings within the site; Castlewood House in the west and Medius House to the east. Medius House is an interwar building (Camden Borough Council 2011, 58), and was probably built between c 1920 to 1940 as shown on this map. Two previous buildings in the north-eastern corner were demolished prior to the construction of current Castlewood House, referred to as the Ministry of Supply Offices on this map. Sunken courtyards in the western and eastern parts of the area were also created with a vehicular ramp access from Bucknall Street.

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 Services Operations 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. MOLA sub-contractors are specified in para 10.2.40.

2 Objectives of the evaluation

2.1 General considerations

- 2.1.1 The purpose of an archaeological field evaluation as defined by the Chartered Institute for Archaeologists (CIFA, 2014) is to ‘determine, as far as is reasonably possible, the nature of the archaeological resource within a specified area using appropriate methods and practices.’
- 2.1.2 This is further explained as ‘a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site... . If such archaeological remains are present field evaluation defines their character, extent, quality and preservation, and enables an assessment of their worth in a local, regional, national or international context as appropriate.’
- 2.1.3 The CIFA guidelines also states that, where evaluation takes place in support of a planning application, the archaeological resource should not be ‘needlessly disturbed or damaged or inappropriate or excessive cost incurred’
- 2.1.4 An evaluation should thus augment any previous desk-based assessment, and provide all parties, particularly the Local Planning Authority, with sufficient material information upon which to base informed decisions regarding mitigation. An evaluation may therefore result in the need for further archaeological action and a further written scheme of investigation may be required in order to comply with planning conditions.
- 2.1.5 MOLA’s archaeological evaluation methodology will conform to best professional practice as summarised in the appropriate Chartered Institute for Archaeologists Guideline for Evaluation (CIFA 2014)

2.2 Site specific objectives

- 2.2.1 Due to the depth of the existing 20th century basements, no archaeological deposits are believed to survive across the majority of the site, however the proposed development may have an impact on post-medieval deep cut features and truncated remains of the Civil War defences which are likely to survive within the footprint of the site. The primary objective of the evaluation is to confirm the extent, nature and significance of any surviving archaeological deposits or structures in areas of the site which will be impacted by the development.
- 2.2.2 The assessment of significance of any surviving remains is undertaken in the context of the wider archaeological research priorities for London. These are set out in the Museum of London’s ‘*A research framework for Greater London*’ (MOL, 2002).
- 2.2.3 A number of broad objectives and research questions have been identified for this evaluation:
- *What is the nature and level of natural topography?*
 - *What are the earliest deposits identified?*
 - *Is there any evidence for pre post-medieval activity?*

- *Is there any evidence of mid-17th century Civil War defences?*
- *Is there any evidence of any archaeological deposits or deep cut features related to the mid-17th/19th century suburban development of the Parish of St. Giles in Field?*
- *What are the latest deposits identified?*
- *What is the extent of modern disturbance?*

3 Evaluation methodology

3.1 Archaeological considerations

3.1.1 The evaluation at the site will involve the excavation of a total of twelve archaeological trenches, seven distributed within the upper basement/courtyard area of Castlewood House (Table 1 and Fig 2) and five within the single basement of Medius House (Table 2 and Fig 3). It is anticipated that the trenches at basement level will be no more than c 1m deep. The site has potential for deep cut features related to the mid-17th-19th century development of the St Giles Parish and for remains of the mid-17th century Civil War defences which are thought to lie in proximity of the north-eastern area of Castlewood House.

Investigation Type	Location	Dimensions	Approx. Depth
Trench 1	south-western area of the upper basement/courtyard area of Castlewood House	10m x 2m	c 1m
Trench 2	western area of the upper basement of Castlewood House	5m x 2m	c 1m
Trench 3	north-western area of the upper basement of Castlewood House	2m x 2m	c 1m
Trench 4	north-central area of the upper basement of Castlewood House	5m x 2m	c 1m
Trench 5	north-eastern area of the upper basement of Castlewood House	2m x 2m	c 1m
Trench 6	eastern area of the upper basement of Castlewood House	2m x 2m	c 1m
Trench 7	south-eastern area of the upper basement/courtyard area of Castlewood House	5m x 2m	c 1m

Table 1 Archaeological investigations within Castlewood House

Trench 8	centre-north of the single basement of Medius House	4m by 2m	c 1m
Trench 9	north-eastern area of the single basement of Medius House	2m x 2m	c 1m
Trench 10	eastern area of the single basement of Medius House	2m x 2m	c 1m
Trench 11	south-eastern area of the single basement of Medius House	2m x 2m	c 1m
Trench 12	centre-south of the single basement of Medius House	2m x 2m	c 1m

Table 2 Archaeological investigations within Medius House

- 3.1.2 The archaeological evaluation will be carry out prior to the demolition of the existing buildings. Initial location and breaking out of the trenches will be the responsibility of the Attendance Contractor in agreement with MOLA staff. The archaeological evaluation trenches will ideally be located at least 1m away from any surrounding structural walls, column bases or existing pile caps. The location of the trenches in Fig 2 and Fig 3 is indicative, localised re-location of the trenches may be required for logistical reasons (i.e. due to the location of live services).
- 3.1.3 All undifferentiated material of recent origin (normally defined as twentieth century and later) within trenches will be removed down to the first significant archaeological horizon. This will be done by the Attendance Contractor under archaeological supervision by MOLA. The MOLA Site Supervisor will decide when remains of archaeological significance requiring recording are revealed.
- 3.1.4 Following initial exposure of archaeological horizons, investigation will be by hand, with cleaning, examination and recording both in plan and section. Any archaeological remains revealed will be recorded in the appropriate manner (see 3.3). Resort to machine excavation may be necessary. This technique is only appropriate 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, and where their removal may give a 'window' onto underlying levels.
- 3.1.5 Archaeological excavation will proceed only until significant archaeological levels have been reached and will be sufficient to allow the nature and extent of these to be identified. The levels at which all excavations will cease will be determined by on-site consultations between the Archaeology & Planning Officer of the local Authority (or their agent), the MOLA Project Manager and a representative of the client or his agent.
- 3.1.6 Investigation will not be at the expense of any structures, features or finds which might reasonably be considered to merit preservation in-situ. Where archaeological remains are to be preserved in-situ they will be adequately protected from deterioration. This might involve for instance protective boxing; or wrapping deposits or features in a geo-textile such as Terram; or sealing with sand or other suitable soft materials; or other means as deemed suitable/appropriate at the time by the local authority.
- 3.1.7 Some features, such as pits and wells may merit excavation to a greater depth, and modern cut features will be used to provide a 'window' onto earlier levels.
- 3.1.8 In addition to the excavation of man-made deposits some assessment of 'naturally deposited' levels may be necessary, especially when these are organically preserved and laid down within archaeological timescales; for example alluvial or peat deposits.
- 3.1.9 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. It will be necessary to ensure that adequate security is provided.
- 3.1.10 Because the timing of the evaluation is dependent on the client it remains the client's responsibility to give adequate notice to MOLA of when access is possible.
- 3.1.11 The trenches will be backfilled on completion by the Attendance Contractor, monitored by MOLA. If reinstatement of the tarmac/concrete is required this is the responsibility of the Attendance Contractor and/ or the client.

3.2 Requirements of the client/contractor

- 3.2.1 For client geotechnical or SI pits MOLA will essentially be providing a watching brief on these activities, monitoring the removal of deposits undertaken by the

developer's contractor. If significant archaeological deposits survive in geotechnical investigation pits, the contractors will allow the MOLA archaeologist(s) to record deposits as required. Frequently this will be by drawing the sides ('sections') of the pit. If however complicated and important archaeological features or deposits are identified within geotechnical holes they will need to be properly recorded and time should be made available to MOLA for this.

3.2.2 MOLA will be provided access to log the cores of any boreholes.

3.3 Recording systems

3.3.1 A unique-number site code will be agreed with the Museum of London Archaeological Archive (LAA).

3.3.2 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.

3.4 Treatment of finds and samples

3.4.1 All recovery, retention and treatment of finds and samples will be carried out mindful of the overall purpose of the exercise to evaluate for further decision making, as expressed in CIFA (2014) guidelines. To this end, all artefactual and ecofactual material will be reviewed on site for its capability to inform the evaluation report.

3.4.2 Where necessary, a supplementary strategy for sampling archaeological and environmental deposits and structures may be developed by MOLA in accordance with GLAAS and CIFA guidelines. Advice will be sought from the LPA Archaeological Advisor and the Historic England Regional Archaeological Science Advisor throughout the project, as appropriate.

3.4.3 Subsequent off-site work and analysis of the processed samples and remains will be undertaken by MOLA Specialists.

3.4.4 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.

3.4.5 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.

3.5 Ownership of finds

3.5.1 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 any finds recovered from the site 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.

3.5.2 These approvals, licences and permissions shall be either confirmed in the Agreement and Contract regulating the archaeological works and/or confirmed by the completion of the relevant Deed of Transfer form (draft appended).

3.5.3 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.

3.5.4 Notwithstanding the above, subsequent arrangements may be made if required between the landowner or the client and the Museum for the conservation, display,

provision of access to or loan of selected finds in or near their original location.

3.6 Reports and archives

- 3.6.1 On completion of the fieldwork an *Evaluation report* will be made available to the client and the Local Planning Authority within 6 weeks of the completion of fieldwork.
- 3.6.2 A short summary of the results of the evaluation will be submitted to the Greater London HER and NAR [using the appropriate archaeological report forms] and for publication in the appropriate academic journals.
- 3.6.3 Details of the project will be submitted to the online database maintained by the Online Access to the Index of Archaeological Investigations (OASIS) Project. GIS data will also be made available to the GLHER.
- 3.6.4 Finds and records will be curated by a single organisation, 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)
- 3.6.5 Copyright of the written archive will be vested in the Museum.
- 3.6.6 Pursuant to these agreements the archive will be presented to the archive officer or relevant curator of the Museum. If there is further field work the archive for the evaluation will be presented with the archive for that field work.

3.7 Evaluation method agreement

- 3.7.1 An adequate archaeological methodology and trench layout for the evaluation must be approved by the Local Planning Authority prior to the start of work on site.
- 3.7.2 This recommended format attempts to define best practice but cannot fully anticipate conditions encountered as the evaluation progresses. Material changes to the approved evaluation format are however only to be made with the prior written approval of the Local Planning Authority.

4 Programme, staffing and attendances

4.1 Timetable and staffing

- 4.1.1 The timing and duration of the programme of archaeological evaluation will be determined by the contractor's overall programme and the nature and extent of any surviving remains. It is anticipated that the programme will take about 2 to 3 weeks.
- 4.1.2 A Site Supervisor will monitor the archaeological works with Archaeologists to help record and level any archaeology. Other specialists may be called in if necessary.

4.2 Attendances

- 4.2.1 For evaluations and geotechnical pits the attendances required by MOLA tend to be minimal. However, some provision for welfare and working conditions will need to be anticipated. Some or all of the following attendances may be required.
- 4.2.2 It is anticipated that evaluation trench will not exceed 1m depth, however if greater depth must be reached, necessary edges will be stepped or the upper parts battered to allow safe access. However, should the need for the shoring arise, this 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, and adjacent structures. The shoring will be installed and maintained in accordance with CDM 2015 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 Safety guard-rails and suitable access points into the site and areas of excavation, away from any site traffic and machinery.
- 4.2.4 Ladders into all areas of excavation when the excavated depth requires such access.
- 4.2.5 If ground-water is encountered in the trenches, adequate pumps will be required to remove it in order to complete the excavations.
- 4.2.6 If necessary, tungsten halogen lamps (500W minimum) with 110-volt transformer, adequate cabling, and power supply.
- 4.2.7 A suitable security system to operate overnight, weekends and holidays.
- 4.2.8 Labourers to assist in the removal of spoil from deeper areas of excavation

5 Funding

- 5.1.1 Agreement on funding for the archaeological field evaluation is being sought via a separate document.

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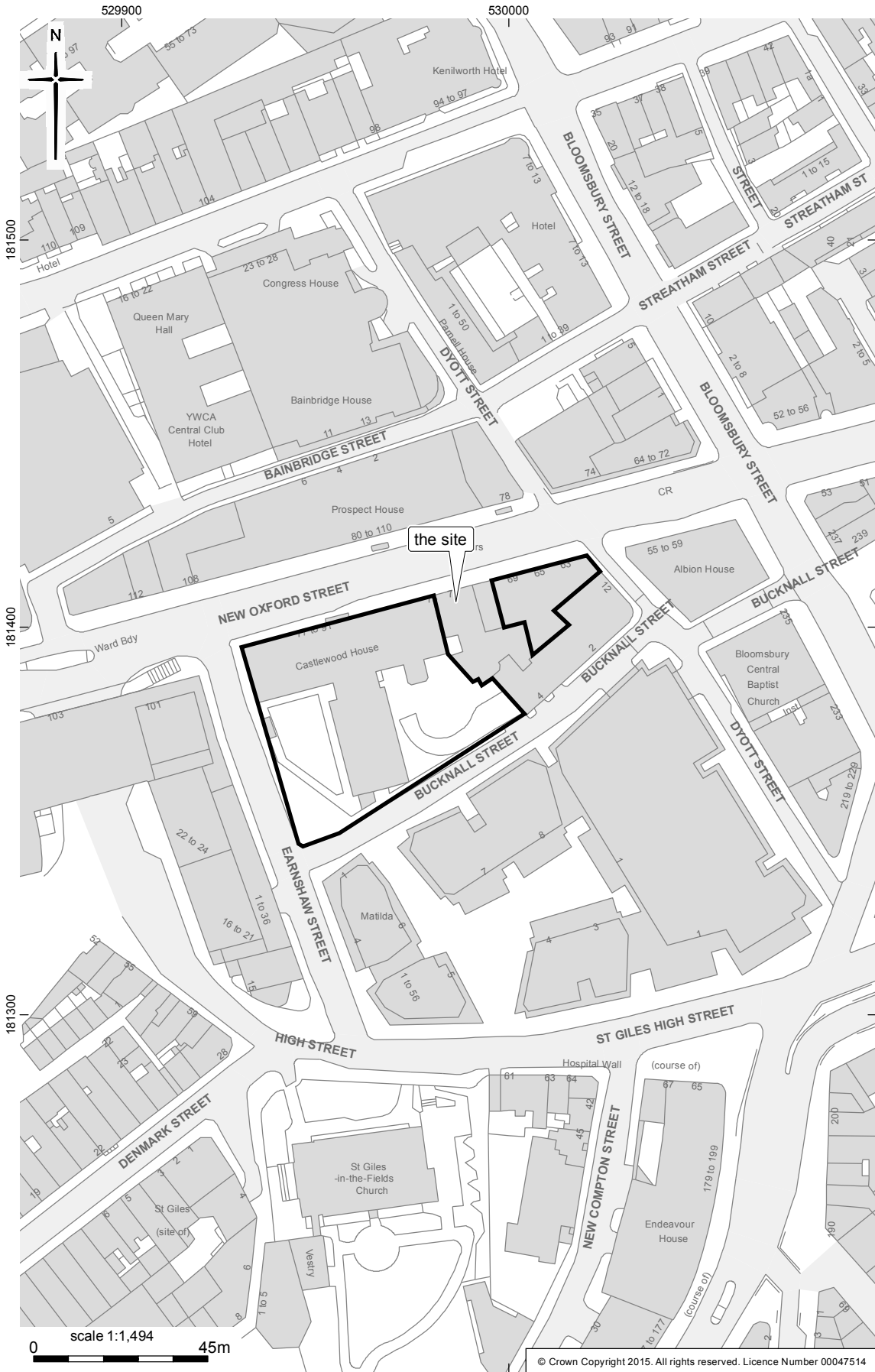


Fig 1 Site location

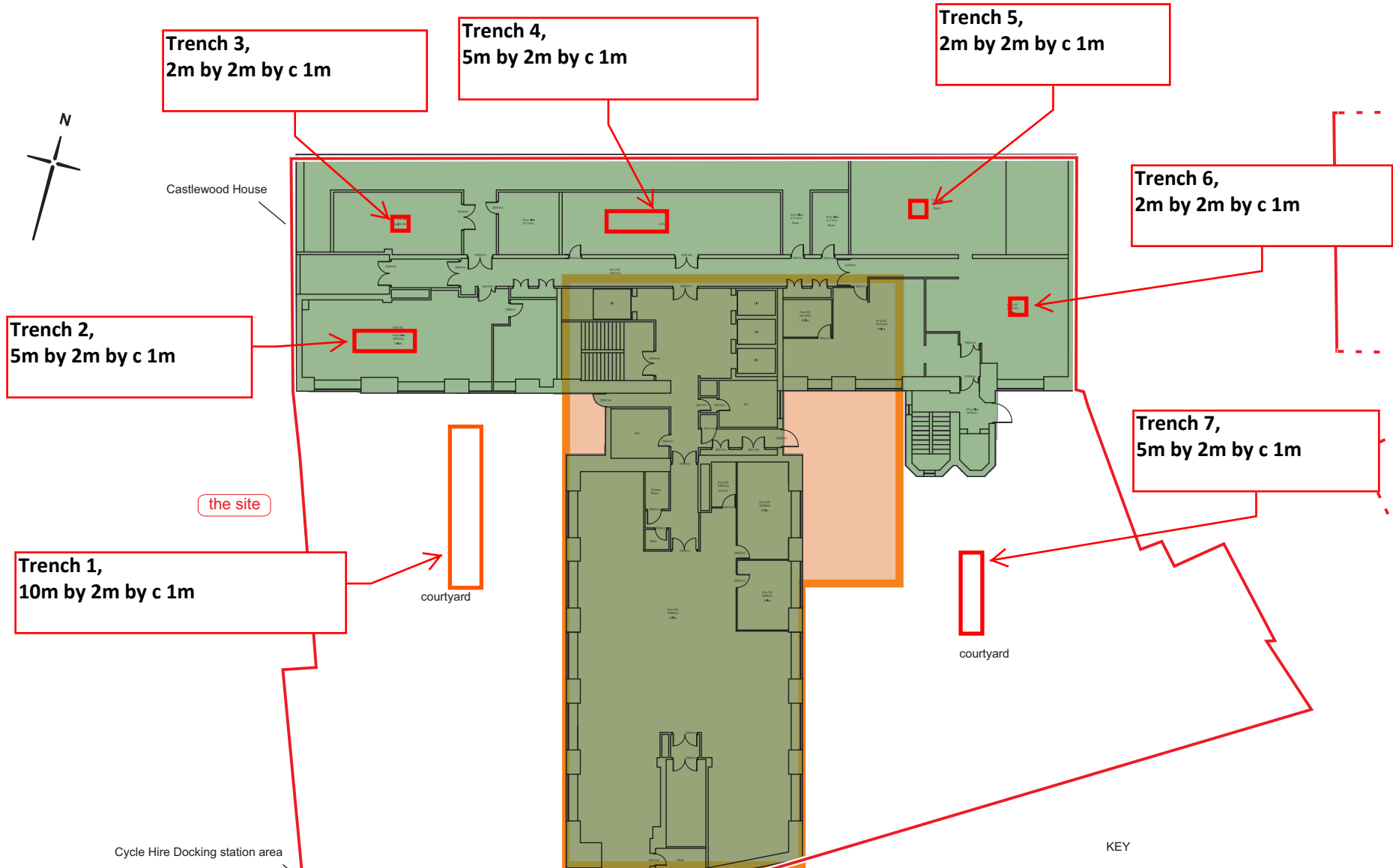
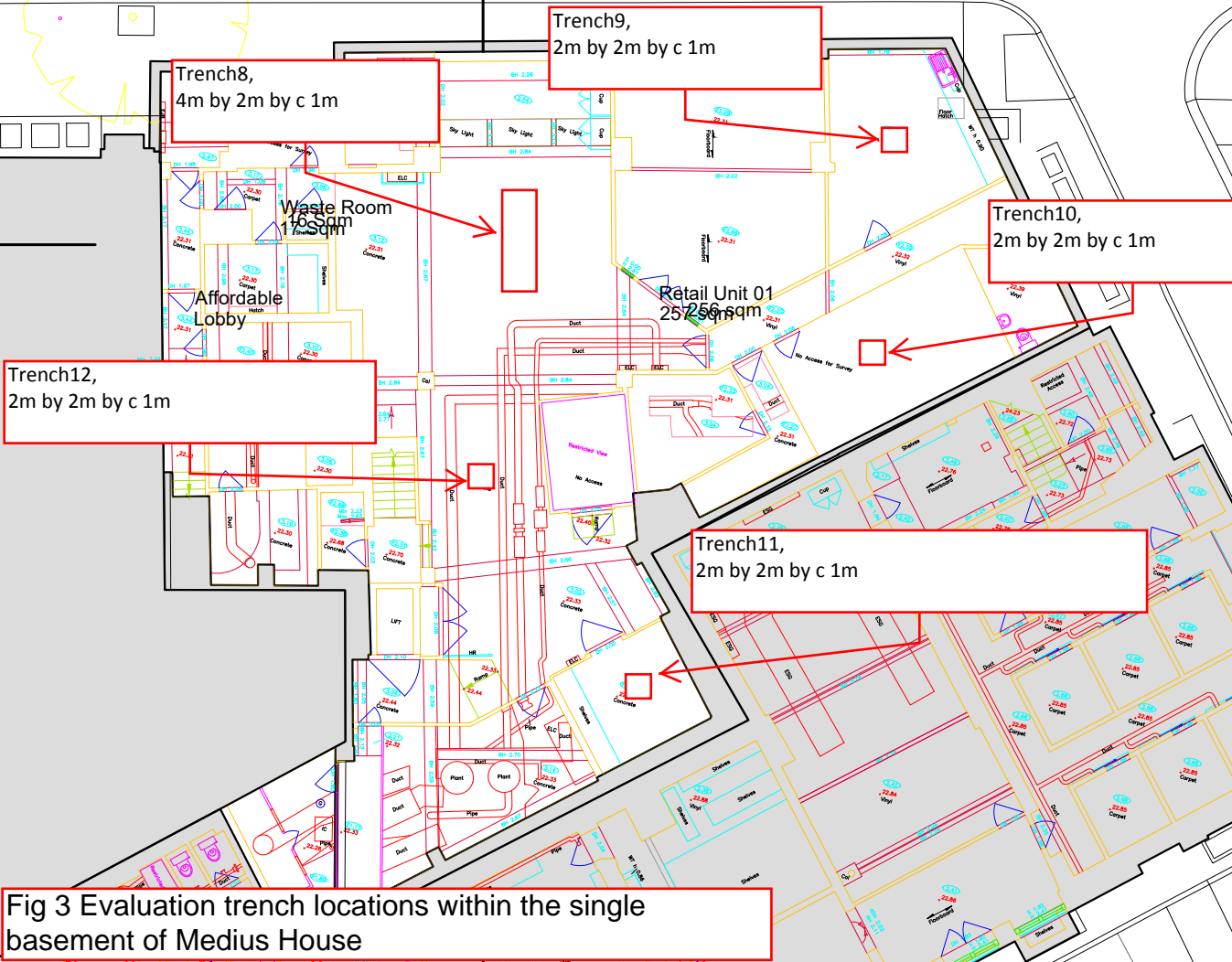


Fig 2 Evaluation trench locations within the upper basement/courtyard area of Castlewood House



Trench8,
4m by 2m by c 1m

Trench9,
2m by 2m by c 1m

Trench10,
2m by 2m by c 1m

Trench12,
2m by 2m by c 1m

Trench11,
2m by 2m by c 1m

Waste Room
16.50 sqm

Affordable
Lobby

Retail Unit 01
25.25 sqm

Fig 3 Evaluation trench locations within the single basement of Medius House

7 Appendix: Draft Transfer of finds ownership form

DATED

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[]

-AND-

THE BOARD OF GOVERNORS OF
THE MUSEUM OF LONDON

DEED OF TRANSFER
of Finds excavated at
[]

Site Code []

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.