

**6 STREATLEY PLACE
Hampstead
London NW3**

London Borough of Camden

**WRITTEN SCHEME OF INVESTIGATION FOR
A LEVEL 2 BUILDING RECORDING**

14/01/2022

Project Manager: Patrizia Pierazzo



**6 STREATLEY PLACE
Hampstead
London NW3**

Planning reference 2018/2859/P
Condition Number 16

Written scheme of investigation for a standing building survey

Sign-off History:

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Contents

<u>Contents</u>	<u>2</u>
<u>1 Introduction</u>	<u>4</u>
<u>2 Objectives of the Standing Building Survey</u>	<u>7</u>
<u>3 Standing building survey method statement</u>	<u>9</u>
<u>4 Archive and reporting</u>	<u>11</u>
<u>5 Project timetables and staffing</u>	<u>13</u>
<u>6 Funding</u>	<u>14</u>
<u>7 Bibliography</u>	<u>15</u>
<u>8 Appendix: Management, delivery and quality control</u>	<u>18</u>
<u>9 Appendix: General Objectives of a Standing building survey</u>	<u>20</u>
<u>10 Health and Safety Risk Assessment and Method Statement (RAMS)</u>	<u>21</u>

Figures

Fig 1 Site location

Fig 2 Plan of the existing site showing the mid-to-late 19th century structures

1 Introduction

Project background

- 1.1.1 This Method Statement (also called 'Written Scheme of Investigation' or WSI) for a standing building survey on the site of 6 Streatley Place, NW3 1HP has been commissioned from MOLA by JPD Corporation Ltd on behalf of their client.
- 1.1.2 The site comprises workshops and stores that date back to the early-to-mid 19th century, and is bounded by Streatley Place to the north-west which consists of a steep alleyway with steps down towards the south-west. To the north-east the site is bounded by the rear garden of a large block of flats, while on the south-east and south-west it is bounded by two residential properties and their gardens. The centre of the site lies at National Grid Reference 526430 185870. Modern pavement level near to the site lies at c 110.0m OD.
- 1.1.3 The proposal involves the demolition of the existing workshops & stores and the erection of a 1-3 storey plus basement building with ground, 1st and 2nd floor roof terraces comprising 2 flats and 2 maisonettes. The development received planning permission on 20/08/2020 date and included Condition No 16. The condition requires that:
- No demolition shall take place until a written scheme of historic building investigation (WSI) has been submitted to and approved by the local planning authority in writing. The development shall then only take place in accordance with such details as have been approved, which shall include the statement of significance and research objectives, and
- A. The programme and methodology of site investigation and recording and the nomination of a competent person(s) or organisation to undertake the agreed works
- B. 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 WSI.
- Reason: Important archaeological remains may exist on this site. Accordingly the local planning authority wishes to secure the provision of archaeological
- 1.1.4 The purpose of this document is to present a 'written scheme of investigation' for a standing building survey, which represents the mitigation strategy necessary to discharge the archaeological conditions attached to the Planning Consent for the redevelopment at the site.
- 1.1.5 Recording will be take place on site during a single day field investigation and subsequently off site for analysis and reporting. This WSI summarises those phases of work. *Fieldwork will take place before demolition.*
- 1.1.6 The results of the standing building survey will be set out in a report to be issued within eight weeks of completing the fieldwork. The site archive will be deposited within 12 months of issuing the report.
- 1.1.7 This document sets out the methodologies (including Health & Safety) which will be followed during the standing building survey and during the post-excavation reporting stages. These will follow the Standards and Code of Practice laid down by the Institute for Archaeologists, local and regional planning authority archaeology guidance, Historic England Centre for Archaeology Guidelines where appropriate and research priorities

established in the Museum of London's *A research framework for London Archaeology*, 2002.

- 1.1.8 Other relevant documents include:
- the Archaeological desk-based assessment (MOLA 2018). This presented the initial assessment of archaeological potential on the site.

Planning and legislative background

- 1.1.9 The Planning and legislative background to the site has been adequately summarised in the previous Archaeological desk-based assessment (MOLA 2018 section 2).
- 1.1.10 The site is currently a vacant plot and the structures comprise three brick-built buildings, one timber-framed shed (shown on the Ordnance Survey as one and the same building as the brick built building on the south-east quadrant) and lean-to (the southern section of the building along the south-west boundary). The site was previously used as a workshop and stores, though the site visit also suggested that the building along the south-west boundary may also have had pig pens built into its base, so have been used to house pigs at some point in the past. Streatley Place itself is a narrow passageway.
- 1.1.11 The buildings requiring a Level 2 recording are the mid-to-late 19th century stores and sheds shown on Figure 2.

MOLA team and other responsibilities

In the document below the following terms should be understood:

- 1.1.12 *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.
- 1.1.13 *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.
- 1.1.14 *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.
- 1.1.15 *Archaeologists* - MOLA excavation staff responsible on site for archaeological fieldwork.
- 1.1.16 *Field Services Operations Manager* - MOLA office based manager responsible for allocation of staff and supply of equipment and resources.
- 1.1.17 *Health and Safety Compliance Manager* – MOLA manager with sole responsibility for site inspections, reporting and issuing of recommendations for the Site Supervisor and Project Manager to implement.
- 1.1.18 *Principal Contractor* - appointed directly by the Client with overall responsibility for site H&S under CDM regulations.
- 1.1.19 *Attendance Contractor* - the contractor responsible for providing such attendances to MOLA as are deemed necessary to carry out their archaeological work (see section 0). 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.

- 1.1.20 *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 Standing Building Survey

Specific objectives and research aims

- 2.1.1 The objectives of the Standing Building Survey have been laid down in the Brief (planning reference 2018/2859/P) which states the need for recording and historic analysis which addresses the building's structure, architectural detail and archaeological evidence.
- 2.1.2 A Level 2 standing building survey forms a record of a building, drawing upon the full range of available resources to present the building's significance in terms of architectural, social, regional or economic history. The final report will therefore present an account of the buildings origins, development and use.
- 2.1.3 The *demolition/alteration* of the building calls for the comprehensive photographic recording of the building, including documentary research.
- 2.1.4 The proposed work will concentrate on elucidating and reconstructing on paper the successive episodes of construction evident in the fabric of the buildings on site. The investigation will focus on understanding the construction date of individual structures, especially those pre-dating the mid-19th century, and elucidating their function. Ownership and changes of use will also be analysed through primary sources as well as links to the local community and its commercial activities.
- 2.1.5 Data contained within the written and photographic records will be cross-referenced with documentary research results to create a history of the site that will clarify its development in the context of the surrounding area.
- 2.1.6 The results of the analysis will largely depend on the availability of primary sources and online information for the site.
- 2.1.7 Published sources may also be consulted in order to obtain comparative stylistic and other information by which to identify and date elements of the building, such as joinery and brickwork.

Variation to research priorities and/or methodologies

- 2.1.8 **Research questions:** the overall project methodology is primarily determined by the research questions set out in above. These will be kept under constant review as set out in the next paragraph and will continue to drive site strategy and methodology during excavation.
- 2.1.9 **Resources:** within this framework the project team will carry through a process of continual assessment and prioritisation of research objectives, allowing informed decisions to be made regarding the optimum level of sampling of archaeological strata. These decisions will reflect the need to balance the recovery of valid archaeological data with prudent management of available resources, avoiding inappropriate cost.
- 2.1.10 **Variation:** Decisions made on these bases may result in the enhancement or simplification of recording systems as dictated by the evolving research framework.

- 2.1.11 **Agreement** : Where alternative approaches and methodologies are thought to be appropriate within the framework of the stated research objectives these will not be employed without consultation between the Local Planning Authority's representative/advisor, MOLA and the client or their agent.

3 Standing building survey method statement

Background

- 3.1.1 A unique site code will be agreed with the Museum of London LAARC.

Standing building survey

- 3.1.2 All work will be carried out in accordance with the Historic England Guidance Paper *Understanding Historic Buildings* (2016) and other applicable standards and guidance (eg CIFA Standard and guidance for archaeological investigation and recording of standing buildings or structures, 2014).

Drawn records

- 3.1.3 Architectural drawings 'as existing' have been provided by the client and will be used in the creation of the archaeological record. The plans, elevations and the sectional elevation have been drawn at 1:100 which is an appropriate scale for the required site investigation.
- 3.1.4 The existing architectural drawings will be annotated and the information they contain augmented according to the findings on site.
- 3.1.5 Sketch drawings of the findings, using the existing architectural drawings as the basis, will be attached to the recording report as specified by HE for a Level 2 survey (*Understanding Historic Buildings*, 2016). The drawings will contain information on the historic phasing of the individual buildings and any other details of relevance.

Photographic records

- 3.1.1 The overall site record will include photographs made using, as appropriate, high end digital, medium and large format cameras. The photographic record will illustrate all significant phases, structures, important stratigraphic and structural relationships, and individual items of interest. Site photographs might include a photographic scale of appropriate size, if deemed appropriate. All photographs are taken using digital cameras and MOLA does not use colour or black and white film.
- 3.1.2 A photo-location plan will be attached to the recording report indicating the location and direction of view of each photograph reproduced in the report.
- 3.1.3 A computerised photo index will be compiled and will be submitted as part of the archaeological archive for the project. At the request of the client, a file of site photographs may be produced and copied digitally to DVD or similar for them.

Documentary research

- 3.1.1 Provision will be made for sufficient initial documentary research to be

undertaken online and in selected local repositories in order to enable the overall research aims to be realised. Further documentary research may be required during the fieldwork to address particular unexpected features observed on site.

- 3.1.2 Research may include, as required, published comparative material to help identify and date the fixtures, fittings, materials, techniques and decoration in the building.

Written records

- 3.1.3 Written notes will be taken on site to record the findings of the on-site analysis of the buildings. These will be notes on the fabric, form, functions and evident past changes to the building and anything else of relevance. All hand written notes will be included in the material to be archived.
- 3.1.4 The information in the notes, along with the data contained in the drawn and photographic records will be included in a written report to be submitted to the LPA for discharge of condition at the end of the investigation.
- 3.1.5 The report will reflect the requirements specified for a Level 2 survey in the HE guidance (*Understanding Historic Buildings*, 2016).
- 3.1.6 A description of the buildings on site will be included in the report alongside a shorter description of the historic development of the site and its structures. If deemed appropriate, sketch phasing plans will be included within the report to illustrate the main phases of development of the buildings.
- 3.1.7 The Project Manager and Site Supervisor will be responsible for ensuring that the written record to be submitted to the archive corresponds to a Level 2 in the Historic England specifications (EH 2006). In general, and where not otherwise mentioned, the terms and procedures of the Archaeological Site Manual (MoL, 1994) will apply. In addition the written records will comply with the standard and guidance for archaeological investigation of standing buildings or structures as stated by the Chartered Institute for Archaeologists (CIFA 2014).

Computing and electronic support

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

4 Archive and reporting

The project archive

- 4.1.1 The Project Archive will include all materials retained (or the comprehensive record of such materials as referred to above) and all written, drawn and photographic records relating directly to the investigations undertaken. It will be quantified, ordered, indexed and internally consistent before permanent transfer to the Museum of London.
- 4.1.2 Records will be curated and be made 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)
- 4.1.3 The archive will be presented to the archive officer or relevant curator of the Museum of London within 12 months of the completion of any publication work (unless alternative arrangements have been agreed in writing with the Local Planning Authority).

Post-fieldwork reporting and dissemination

- 4.1.4 Following the completion of field work, the assessment of the site records will lead to a Report in accordance with 'Appendix 4: assessment report specification' in the *Management of Archaeological Projects* (MAP2).
- 4.1.5 This will form a basic record and will present conclusions regarding both the building's development and use, but will not present in detail the evidence on which these conclusions are based.
- 4.1.6 In addition to this technical report, which MOLA is obliged to prepare, an additional interim report giving an overall view of the project and its results in non-technical language may be prepared and issued to the client and other relevant parties on or before completion of the Report.

Publication/dissemination

- 4.1.7 In all cases a short summary of the results of the work will be submitted through the Historic England OASIS archaeological data collection form, and for publication in the 'Excavation Round-up' of the *London Archaeologist*.

5 Project timetables and staffing

Field programme

- 5.1.1 The programme is expected to involve one day for recording by two staff. The recording will be undertaken by a Site Supervisor with assistance from other staff as required.
- 5.1.2 If unforeseen engineering or health and safety problems should arise, or if extensive, significant features are found to survive in the area which cannot be satisfactorily accessed and recorded in this period, there should be sufficient flexibility within the programme and resources to enable the features and/or structures in question to be observed and recorded to the satisfaction of the Local Planning Authority's designated representative/advisor. The exact details of time, areas and numbers of staff involved would be agreed in discussions between representatives of the developer and/or their agents, MOLA and the Local Planning Authority's designated representative/advisor.

Attendance requirements

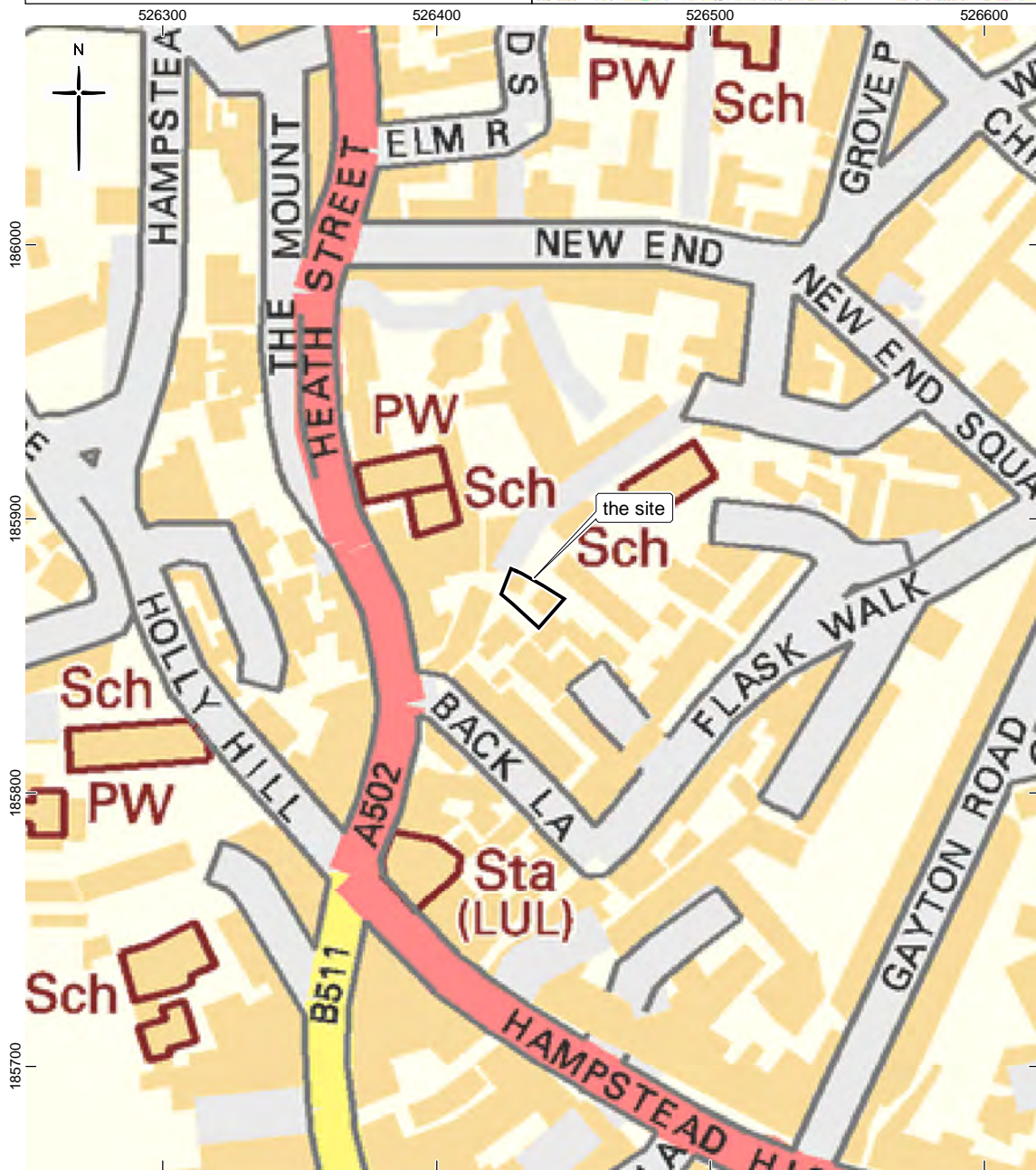
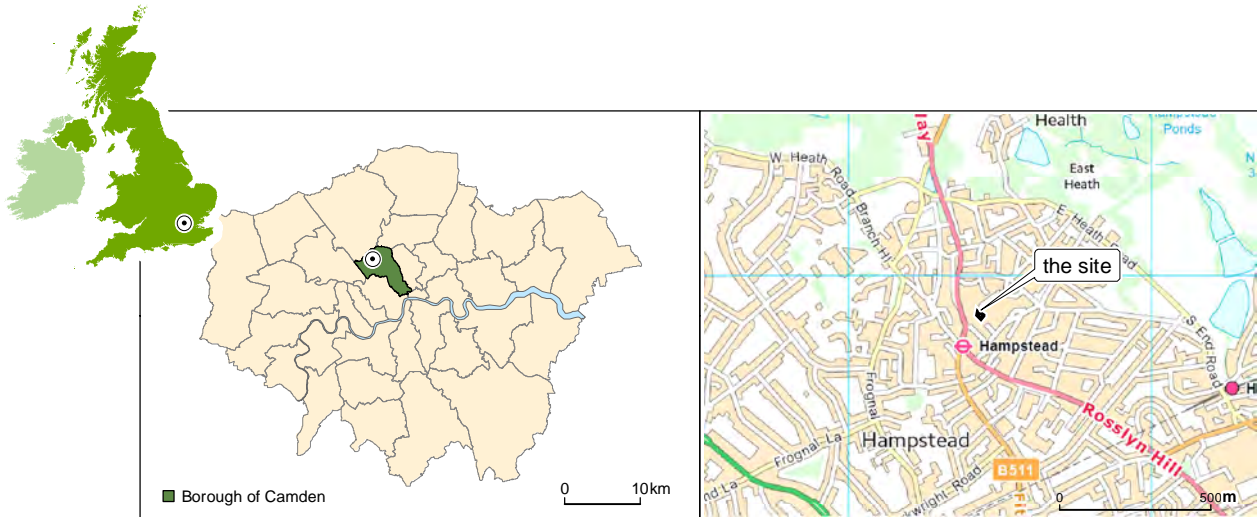
- 5.1.3 This section provides a summary of likely attendance *requirements to be provided for MOLA by the site Attendance Contractor* during the standing building survey fieldwork.
- 5.1.4 If necessary, these will be revised in light of on-going discussions on methodology. The section is based on standard MOLA procedures, adapted to meet the particular requirements of the project.
- 5.1.5 As part of the **site preparation** works, the building, or those parts of the building which require recording, will be made safe to access by the Attendance Contractors.
- 5.1.6 After the completion of site preparation works there will be a '**hand-over meeting**' to ensure that the on-site conditions are acceptable to the MOLA Project Manager and MOLA Health and Safety Officer.
- 5.1.7 **Safe access** routes will be installed prior to the fieldwork, and to be maintained throughout the period of the excavation by the Attendance Contractor. Handrails and ladders will be provided if required. Safety guard-rails and suitable access points into the site and areas of recording, away from any site traffic and machinery.
- 5.1.8 A suitable **security** system to operate overnight, weekends and holidays. Normally this means adequate hoarding/Herris fencing and locks.
- 5.1.9 Effective channels of **communication**, including a designated supervising engineer and/or client's project manager to liaise with the Site Supervisor and Project Manager from MOLA. A designated contractor's agent will be necessary to implement agreed attendances.

6 Funding

- 6.1.1 Funding arrangements for the fieldwork and report have been agreed between MOLA and the developers/client, together with agreements for attendance requirements and facilities required.

7 Bibliography

- ACAO, 1993 Model briefs and specifications for archaeological assessments and field evaluations, Association of County Archaeological Officers
- Archaeological Archive Forum, 2011 Archaeological Archives: a guide to best practice in creation, compilation transfer and curation
- BADLG, 1991 Code of Practice, British Archaeologists and Developers Liaison Group
- Chartered Institute for Archaeologists, (CIFA), 2014 *By-Laws, Standards and Policy Statements of the Chartered Institute for Archaeologists, Standard and guidance: the excavation and recording of standing buildings*
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- Corporation of London Department of Planning and Transportation, 2004 Planning Advice Note 3: Archaeology in the City of London, Archaeology Guidance, London DCLG [Department of Communities and Local Government], March 2012 National Planning Policy Framework.
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- English Heritage 2010. PPS5 Planning for the Historic Environment: Historic Environment Planning Practice Guide superseded by the NPPF
- GLA [Greater London Authority], July 2015 *The London Plan. Spatial Development Strategy for Greater London, Consolidated with Alterations since 2011.*
- Historic England Greater London Archaeology Advisory Service, 2015 *Guidelines for Archaeological Projects in Greater London*
- Historic England, 2016. Understanding Historic Buildings: a guide to good recording practice.
- MOLA, 2018, Historic Environment Report for 6 Streatley Place, MOLA unpub report
- The Museum of London, 1994 Archaeological Site Manual
- Museum of London, 2009 *General Standards for the preparation of archaeological archives deposited with the Museum of London*
- Royal Commission on Historical Monuments, England, 1996 Recording historic buildings: a descriptive specification



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scale 1:2,500 @ A4

0 100m

Fig 1 Site location

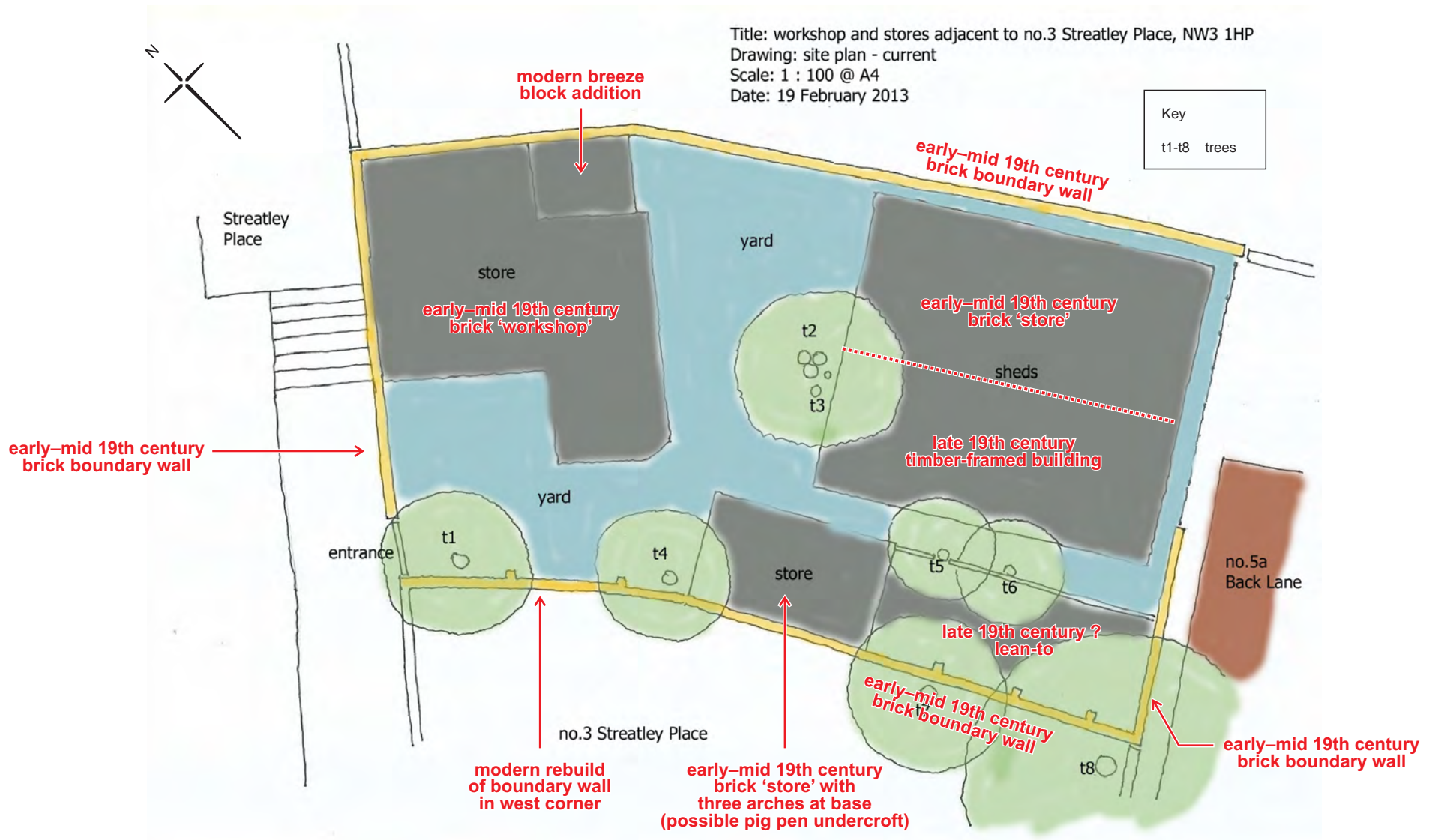


Fig 2 Plan of the existing site showing the mid-to-late 19th century structures

8 Appendix: Management, delivery and quality control

- 8.1.1 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). It has its own independent Board of Trustees but works in partnership with the Museum of London via a Memorandum of Understanding.
- 8.1.2 MOLA is a 'Registered Organisation' with the archaeological professional body, the Chartered Institute for Archaeologists (CIfA). The *CIfA Register* is a rigorous Quality Assurance scheme for archaeologists. In order to be accepted, MOLA has passed a Board resolution to comply with the CIfA Code of Conduct and Standards, to demonstrate that compliance through bi-annual re-registration, to submit to regular CIfA inspections, and to ensure that all MOLA activities are under the overall direction of a Member grade (MifA) 'responsible post-holder'. The Registered Organisation scheme also provides procedures for investigating and handling of external complaints.
- 8.1.3 MOLA is currently working with a specialist consultant towards achieving an ISO9001 Quality Management standard (proof can be provided if required).
- 8.1.4 MOLA subscribes to and abides by the general principles and specific terms of the *Code of Good Practice On Archaeological Heritage in Urban Development Policies* established by the Cultural Heritage Committee of the Council of Europe, and adopted at the 15th plenary session in Strasbourg on 8-10 March 2000 (CC-PAT [99] 18 rev 3). In particular to the following points:*archaeologists shall be aware of development costs and adhere to agreed timetables* (Para 3 'The Role of the Archaeologist'), with all work '*carried out to written statements setting out standards timetables and costs*' (para 4 *ibid*).
- 8.1.5 MOLA further subscribes to and ensures that its activities comply with and/or are guided by the following policies, procedures and guidance:
- Appropriate local and regional planning authority archaeology guidance – eg for London: English Heritage Greater London Archaeology Advisory Service, *Standards for Archaeological Work*, 2014.
 - Appropriate Archaeological Research Framework for the region – eg for London: English Heritage Archaeology Division, *Research Agenda* (1997); Museum of London, *A research framework for London archaeology* (2002); and *Historic Environment Research Strategy for Greater London* (in prep. CBA/MoL/Rowsome).
 - English Heritage, *Management of Archaeological Projects* (MAP2), (1991)
 - English Heritage Centre for Archaeology, *Guidelines* (various)
 - Museum of London, *Archaeological Site Manual* (1994)
 - National archive disposition standards including Museum and Galleries Commission, *Standards in the Museum Care of Archaeological Collections* (1992) and Society of Museum Archaeologists, *Towards an Accessible Archaeological Archive: the Transfer of Archaeological Archives to Museums: Guidelines for Use in England, Northern Ireland, Scotland and Wales* (1995)

- Relevant local archive deposition standards, eg for London, Museum of London, *General Standards for the preparation of archaeological archives deposited with the Museum of London*, (2009).
- 8.1.6 MOLA governance and organisational strategy are determined by the Senior Management Group (SMG), led by the CEO and comprising the Finance Director, the Chief Operating Officer, and five other divisional Directors. The SMG reports regularly to an independent Board of Trustees, who oversee MOLA's performance and strategic direction. As a charitable company MOLA is monitored and regulated by the Charities Commission.
- 8.1.7 MOLA is structured to reflect its project orientation. A Director manages the Client Team of c 10 Project Managers (PMs). Individual PMs (and for larger projects SPMs) are responsible for developing new work for MOLA, and thereafter for designing, budgeting and delivering projects for clients. They remain the principal point of contact for the client for the duration of each project.
- 8.1.8 PMs drive projects through successive stages in accordance with client needs, forming project teams by drawing upon the skills available within MOLA Operations teams. PMs ensure that projects are completed to the highest standards within time and budget. Financial monitoring of projects against budget is undertaken by the Finance Director and PMs at monthly review meetings. Project management software is employed by MOLA Operations to plan resourcing and track and adhere to programme and budget. Project team meetings are held throughout the programme, allowing refinement of research strategies in the light of on- or off-site findings or analysis. Recording, excavation, and sampling strategies may be modified to provide optimum information retrieval in support of the research objectives. At post-excavation phase internal project management is normally devolved to a designated Post-Excavation Project Manager.
- 8.1.9 All archaeological field work is controlled and monitored on a day to day basis by the on-site Site Supervisor (SS), who reports to the designated Project Manager. Together with PMs and the MOLA Health and Safety Manager they also liaise as necessary with the client's agents and principal contractors regarding all enabling works and H&S..
- 8.1.10 All written documentation, eg initial *written scheme of investigations*, evaluation reports, post-excavation *Assessment Reports* and final publications undergo stages of internal review and sign-off prior to final issue to clients. For both field and reporting work PMs and SSs meet and liaise with the client and the Local Authority's archaeological advisor or officer to ensure delivery according to WSIs and to review progress, research aims, archaeological procedures, and site strategies as appropriate.
- 8.1.11 At all stages, what constitutes an appropriate archaeological response will be assessed against criteria of local, regional and national significance and within frameworks of valuable archaeological research topics identified in local or regional Archaeological Research Frameworks (where these exist).

9 Appendix: General Objectives of a Standing building survey

- 9.1.1 A standing building survey as defined by the Chartered Institute for Archaeologists (CIfA, 2014) is ...‘a programme of work intended to establish the character, history, dating, form and archaeological development of a specified building, or structure, or complex and its setting.’
- 9.1.2 The purpose of the standing building survey is further clarified as being either/or
... ‘[to enable] the formulation of a strategy for the conservation, alteration, demolition, repair or management of a building, or structure, or complex and its setting’.
...‘ to seek a better understanding, compile a lasting record, to analyse the findings/record and then to disseminate the results’.
- 9.1.3 A standing building survey should be ‘...commissioned in advance of submission of a planning application by the applicant or through their agent or adviser. It should be stressed that in this instance it is appropriate for any proposals for investigation and/or recording to be agreed with the planning archaeologist/conservation officer in advance of intrusive investigation... (Listed Building Consent or Scheduled Monuments Consent may be required for any investigation deemed intrusive to the fabric’ (CIFA para 3.1.7).
- 9.1.4 The CIFA standard notes that ‘...sufficient and appropriate resources (staff, equipment, accommodation, etc) must be used to enable the project to achieve its aims, the desired quality and timetable, and to comply with all statutory requirements. Any contingency elements must be clearly identified and justified’ (CIFA 3.3.2).
- 9.1.5 ‘Unless undertaken as part of a process of controlled demolition (a standing building survey) should not normally result in the loss of historic fabric, including surfaces, of the building, structure or complex. Where the removal of items forms part of the brief/project outline, specification or the project design, the standards and approach to fieldwork, conservation, curation, storage, reporting and ownership are those defined in the CIFA Standard and guidance for archaeological excavations (CIFA 3.3.8)’.

10 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.